

SECOND ANNUAL REPORT

OF THE

PHILIPPINE CIVIL SERVICE BOARD

TO THE

CIVIL GOVERNOR OF THE PHILIPPINE ISLANDS

FOR THE

YEAR ENDED SEPTEMBER 30, 1902.

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Philippine Starfishes of the world.

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## SECOND ANNUAL REPORT OF THE PHILIPPINE CIVIL SERVICE BOARD.

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MANILA, P. I., October 14, 1902.

SIR: The Board has the honor to submit its second annual report covering the period from October 1, 1901, to October 1, 1902, showing its proceedings and the practical effect of the operation of the law and the rules and regulations adopted, reviewing the extensions of the classified service, and offering suggestions and recommendations for carrying out more effectually the purposes of the Civil Service Act.

It was believed that after the completion of the organization of Government Bureaus in 1901, and the consequent examinations necessary to fill vacancies in those Bureaus and to satisfy the provisions of section 22 of the Civil Service Act, there would be a decrease in the number and kinds of examinations which would be required to be held by the Board. The statistics submitted as a part of this report, in the first table in the Appendix, show, however, a decided increase. This increase is accounted for in part by appointments resulting from promotions and in part by the additional appointments resulting from the extension of the civil-service law and rules to the provincial service, to the uniformed police force, to firemen of the Fire Department of the city of Manila, and to prison guards. It is observed that since October 1, 1901, there have been held 109 different and distinct kinds of examinations, specially prepared, in which 3,929 competitors were assembled and examined. Of these 2,044 became eligible to certification. Of the total number examined for original entrance to the service, 794 English-speaking competitors passed and 473 failed, and 916 Spanish-speaking competitors passed and 1,156 failed. Of the total number examined for promotion and transfer in the service, 199 English-speaking competitors passed and 142 failed, and 135 Spanish-speaking competitors passed and 114 failed. In the second table it is shown that 321 appointments were made on noncompetitive, noneducational examinations, thus making a total of 4,250 persons examined during the year.

Of the total number of original appointments made as a result of examinations prepared and held in the Philippine Islands, 726 were selected from registers of English-speaking eligibles and 668 from registers of Spanish-speaking eligibles; 772 appointments were made by promotion and 150 by transfer. Not all of the appointees by promotion or by transfer were required to be examined, as the examination status previously obtained sufficed. Many of the appointments made by promotion or by transfer to higher classes and grades required the preparation of special examinations of a technical and scientific character, as shown in the first table. The totals of such appointments are given in the second table, but the positions are not enumerated.

About 2,000 appointments were made during the twelve months ended September 30, 1902, as a result of examinations held in the Philippine Islands by this Board.

Including those appointments made by promotion and transfer where the examination status did not require further examination, and those made by reinstatement and reduction, 2,500 appointments, in round numbers, have received the

attestation of this Board during the year covered by this report. This number does not include the employment of native unskilled laborers, no examination being practicable for this class of employees and no formal appointments being made.

As an illustration of the Board's activity and efforts to avoid embarrassment by its promptness, three separate examinations were given within a week, in which 82 employees were examined for promotion in one office and the results reported to the Chief of the Bureau on the day following the examinations. By observing the principle of anticipating and meeting demands promptly, embarrassing conditions have been avoided. To accomplish this, the Board and its examiners have not regarded usual office hours. The office has been open from 8 a. m. to 6 or 7 p. m. nearly every day of the year. The Board takes this opportunity to commend the zeal and ability with which the examiners and other employees of this office have performed their duties.

A considerable progress has been made along the line of promotion examinations, as shown by the results mentioned in this report. Much remains to be done to perfect this most important and difficult feature of the work of the Board. Opposition to promotion examinations on the part of heads of offices will render difficult the establishment and retard the development of a system of promotion examinations. On the other hand, hearty and disinterested coöperation will lighten the task of the Board and aid in securing most satisfactory results.

#### APPOINTMENTS MADE IN THE UNITED STATES.

The law provides that preference in appointment shall be given first to "natives of the Philippine Islands" and second to "all honorably discharged soldiers, sailors, and marines of the United States." This preference is being observed whenever applicants of these classes are found upon examination to possess the necessary qualifications to fill vacancies.

To fill some of the special technical, scientific, or professional positions, it has been found necessary to make appointments in the United States by transfer from the United States classified civil service or as a result of examination. Since the passage of the Civil Service Act on September 19, 1900, 249 persons have been selected in the United States for appointment to professional, technical, and scientific positions. The majority of these appointees were transferred from the United States classified civil service. The remainder, except those selected for judges and heads or assistant heads of Bureaus, were appointed as a result of examinations held by the United States Civil Service Commission at the request of this Board.

When eligible registers were established as a result of examinations held in the United States, it was expected that the heads of offices would select from those registers and that appointments would be made by cablegram of the selections made, but the Board soon became convinced that great embarrassment would result to the service if eligibles were not sent for until actually selected by Bureau officers here. The Board, therefore, has requested the transmission of cablegrams from time to time, as the conditions and needs of the service warranted, selecting a number of eligibles at a time, so that nearly every transport has brought a few appointees, as they were needed, to fill positions for which not enough competent persons could be obtained here, such as accountants, translators, stenographers, civil and mechanical engineers, etc., nearly all at a uniform entrance salary of \$1,200 per annum. The necessity and wisdom of thus anticipating the needs of the service is apparent when it is remembered that several weeks—and generally months—elapse before an appointee actually reports in the Islands for duty after the initial steps are taken to secure his services. The Board is able to report that the needs of the service have been so carefully

approximated that all appointees thus selected have been promptly absorbed into the service upon their arrival and that this method of procedure has saved the service from serious embarrassment.

METHODS OF EXAMINATION WHICH TEND TO RENDER ELIGIBLES ON GENERAL REGISTERS  
AVAILABLE FOR SPECIAL WORK, THUS REDUCING THE NUMBER OF TEMPORARY  
APPOINTMENTS.

The department assistant, and the first, second, and third grade examinations provide general bases for further examination. They give tests of general education and intelligence on which to build evidence of special qualifications. The Board, by keeping a systematic record, endeavors to ascertain the special qualifications of competitors who become eligible on the general registers, so that when a requisition is received for the certification of names of those having such special qualifications the resources of the registers may be available at once. There is a constant endeavor to put the right man in the right place and to utilize to the best advantage available eligibles. The utilization of the registers to the fullest extent reduces the number of temporary appointments.

It frequently happens that a certification does not contain the full complement of names, that is, three, but as a general rule the appointing officer selects for appointment if there be but one name, showing both a disposition on the part of the appointing officers not to evade or to avoid the regular method and their confidence in the sufficiency of the Board's test of fitness.

By these economic measures of using the department assistant and the grade examinations as bases to test general education and intelligence and by securing evidence of technical, scientific, or professional qualifications by the addition of special subjects, the applicant and the service profit.

EXTENSIONS OF THE CLASSIFIED SERVICE.

Since the submission of the Board's last report, the operation of the civil service law has been extended, bringing into the classified service more than 2,000 positions.

Since March 1, 1902, as provided in the Provincial Government Act, No. 83, amended by Act No. 133, appointments to all positions except that of governor, which position is elective, and that of fiscal have been made through examination and certification by this Board. Examinations have been held in nearly all of the provinces and in many of them registers of eligibles have been obtained. The Board has organized permanent examining committees in 36 provinces and has given definite instructions in the matter of conducting examinations. The examination papers are prepared by the Board in Manila and are rated on their return from the provinces and the eligible registers prepared from which appointments are made. Applicants for positions in Courts of First Instance and for insular positions, as well as for provincial positions, are examined by these committees both for original appointment and for promotion. The utmost care is taken to preserve the integrity of examinations. Examiners from this office visit the provinces at intervals for the purpose of conducting examinations and instructing the local committees.

Paragraph c, section 6, of the Civil Service Act, authorized the Board to adopt a rule providing for the selection by examination of the members of the police force and of the Fire Department of the city of Manila and of guards at prisons and penitentiaries. The Board adopted a rule, which was approved by the Acting Civil Governor, providing that on and after March 1, 1902, appointments to the above-named positions be made as a result of competitive examination. Since that time all appointments to these positions have been made as a result

of competitive examination, and in accordance with the provisions of the law and rules, and the regulations adopted governing promotions. The number of positions thus classified is about 1,000.

On March 11, 1902, the Philippine Commission passed Act No. 378, extending the provisions of the Civil Service Act to the office of the Attorney-General. The extension referred to is provided in the following paragraph, viz:

"(e) All appointments to positions in the office of the Attorney-General, except to positions to which appointment is made by the Civil Governor with the advice and consent of the Commission, shall be made by the Attorney-General in accordance with the provisions of the Civil Service Act. Employees now in the office of the Attorney-General whose positions may be classified by the operation of this Act shall continue in the service and discharge the duties assigned them, subject, however, to the conditions contained in section 22 of Act No. 5, entitled 'The Civil Service Act.'"

This Act of the Commission practically completed the classification of the Philippine civil service, except the position of teacher, so that at this time no Office or Bureau is wholly exempt from the provisions of the Civil Service Act.

Act No. 306, enacted November 29, 1901, amended sections 5 and 20 of the Civil Service Act and provided for further extensions of the civil-service law. It will be observed by the provisions of paragraph *u*, section 5, of the Civil Service Act, that all Bureaus organized after July 16, 1901, are classified subject to the operations and limitations of the acts organizing such Bureaus. The Manual of Information Relative to the Philippine Civil Service enumerates under Schedule D the positions at present excepted from examination requirements by the terms of section 20 of the Act as amended. It is provided, however, that after October 26, 1902, those positions shall be filled by promotions without examination. The provision for filling the higher Bureau positions by promotion is an important and distinguishing feature of the Philippine Civil Service Act. The Federal civil-service law has no provision comparable with this which invites and induces young men with excellent ability and training to enter the lower grades. It is an exemplification of the merit system. It means a civil personnel above mediocrity and the establishing and the maintaining of an efficient civil service in the Philippines. During the year covered by this report, the Board, recognizing the importance of the law, has constantly endeavored, by adhering to the standards for entrance, to bring into the service well-trained men with more than average capacity. It is important that this provision be kept in view in making future appointments.

Under the provisions of section 21 of the Civil Service Act—Schedule E of the Manual—vacancies occurring in the positions of cashier of the Collector of Customs for the Islands, Captain of the Port at Manila, Collector of Customs at Iloilo, and Collector of Customs at Cebú are now and have been since April 26, 1902, required to be filled by promotion by competitive examination.

Schedule F, page 7, of the Manual, shows the positions not subject to examination and certification by the Board, as provided in section 20 of the Civil Service Act as amended.

A uniform rule recently adopted contemplates that all appointments in the United States, by transfer as well as original, shall be made under the provisions of Act No. 80, which provides for the payment of half salary during the voyage from San Francisco to Manila and full salary from the time of arrival in the Islands, with reimbursement for traveling expenses to San Francisco after six months of service. This equitable measure will avoid considerable dissatisfaction and discrimination heretofore made in favor of teachers and others on account of payment of full salary and expenses from date of starting from place of residence for Manila. The provisions of this act are extended, by amendment of

August 30, 1902, to heads of Bureaus and provincial officers not previously embraced therein, in computing their leaves of absence, which may be granted in accordance with the schedule in section 2 of Act No. 80.

The Board became convinced some months since that the sick-leave privilege, as provided in section 3 of this act, was being abused. An outline of a method of procedure, including the views of the Auditor and of the Board, was approved by the Acting Civil Governor and was observed pending the consideration of the matter in an executive order which had been previously recommended by the Board. Medical certificates are required as evidence of illness claimed, as a matter of necessity to insure the equitable observance of the law. Executive Order No. 4 provides definite modes of procedure and proper regulations governing the granting of leave, with or without pay, and sick leave.

The Board has submitted a draft of an amendment to Act No. 25, which provides that all appointments to and removals from subordinate positions in those Offices or Bureaus over which the Secretaries of Departments exercise executive control shall be approved by the respective Secretaries of Departments, and appointments to and removals from subordinate positions in all other Offices or Bureaus in the Philippine civil service, central, municipal of Manila, and provincial, shall be made subject to the approval of the Civil Governor. By this amendment unskilled laborers may be employed and discharged by heads of Bureaus without the approval of the Secretaries or of the Civil Governor. Bureau officers are required by Rule X to forward all appointments through the Civil Service Board for attestation to the Civil Governor or proper head of Executive Department for approval. Executive Order No. 84 requires that all removals after probationary service made by Bureau Officers shall be forwarded through the Civil Service Board, for review and recommendation, to the Civil Governor for final action. These orders, therefore, define the methods of procedure in making appointments to and removals from the Philippine civil service as authorized in Act No. 25.

Act No. 392, passed April 18, 1902, provides that appointments in the service may be made at salaries lower than appropriated for whenever an appointing officer so desires, subject to the approval of the Civil Service Board. The provisions of this act give elasticity in the matter of appointments, permitting the head of an office to handle his office force most conveniently and equitably and at the same time most economically. Prior to the passage of this act it was necessary to pay the full salary of a position whether or not a person with proper and corresponding qualifications could be found to fill it. Forced promotions from class to class, heretofore made to provide vacancies in the lower grades which the needs of the service require to be filled, can not now be made until promotion requirements are satisfied.

#### ENFORCEMENT OF THE CIVIL SERVICE LAW AND RULES.

There have been during the last year few violations of the law and rules. The application of the provisions of section 12 of the Civil Service Act has been necessary in a few cases only. The operation of the law renders attempts in this direction abortive where it does not act as a deterrent. The provisions of section 13 of the Civil Service Act do not appear to cover certain fraudulent acts against which it is desirable to protect the service, provision for which is made in section 5 of the Federal Civil Service Act. It is the purpose of the Board to submit in the near future a definite recommendation in the matter of needed changes in the law and rules.

While there has been little difficulty in enforcing the civil-service law, there has not always been hearty coöperation in the observance of its provisions. The

law contemplates coöperation on the part of officers, a lack of which is invariably detrimental to the interests of the service. When heads of Bureaus fully realize that it is incumbent upon them to assist in all proper ways in carrying into effect the law and the rules, less disappointment and embarrassment will result in the matter of selection and appointment and the highest success will be obtained in the matter of efficiency in the service.

#### APPOINTMENT OF ELIGIBLES TO COMMERCIAL POSITIONS.

As evidence of confidence of the business men in the adequacy of the tests of fitness given by the Board, it is worthy of note that business houses are selecting employees on the certificates of eligibility given by this Board. The reasonable and practical requirements of the Board appeal to the business men as they furnish ample evidence of fitness. These certificates have apparently more value in securing business positions than diplomas from educational institutions.

#### UNCLASSIFIED SERVICE.

The Board is advised that it is the intention of the Philippine Commission to place the teaching service under the operations of the civil-service law. Such action will probably enable the United States Civil Service Commission to announce examinations in the United States in its "spring schedule" for March and April, 1903.

The position of teacher is one for which the examination method of selection is appropriate above all others. There is no position in the public service for which an adequate examination is so easily adapted. The written examination method of testing the fitness of teachers prevailed in the United States long before the inauguration of examinations for the civil service. It is rare indeed that a teacher in the public schools of the United States is permitted to teach without undergoing an examination. For appointment to a position in the schools under the Federal Government control such examinations are competitive. The extension of the merit system to cover this class of positions in the United States has materially raised the standard of efficiency and has resulted in marked improvement in the Federal teaching service. It is believed that experience has demonstrated the necessity and expediency of placing the position of teacher in the Philippine Islands within the classified service.

#### TENURE OF OFFICE AND STABILITY IN THE SERVICE.

The tenure of office in the Philippine civil service depends principally upon the ability of the appointee to perform the duties required of him satisfactorily. If an employee is inefficient, he is not and should not be retained in the service. A stable service depends somewhat upon the nature of the tenure of office and somewhat upon the prospects of meritorious service being recognized. The expressed purpose of the civil-service law is to fill the higher positions by persons already in the service who are competent and eligible. It is believed that there is less restlessness and discontent than there was a year ago, which is due partly to the fact that more competent men have been entering the service who are capable of filling the higher positions and who expect to secure them by the meritorious performance of their duties.

It is believed that it will be advantageous both to the home service and to the Philippine civil service if transfers to the United States after a period of service in the Islands of from three to five years were permissible. If a definite time were fixed after which such transfers would be allowed, it is thought that increased efficiency and stability in the service would result. Alternating unequal periods of foreign service may be advisable in judicial as well as in other positions.

**EDUCATIONAL STATUS OF THE PERSONNEL OF THE SERVICE.**

The Board hopes to be able to prepare as an appendix to this report data showing the education of each of the officers and employees in the service. It is realized that all education is not received in schools, but it is believed that thorough systematic school training lays a foundation for fuller development and greater capacity in the service than is possible without such training. Many young men who have completed collegiate courses have entered the service during the past year at moderate salaries and, as may be expected, are reported to be doing excellent work. Well-trained young men constitute a sufficient reserve force from which the needs of the service may be safely met through promotion to the higher grades and most responsible positions.

**THE MANUAL OF INFORMATION.**

The Manual of Information was revised in January, 1902. It contains civil-service regulations and necessary information relating to examinations and appointments, including an outline of the principal examinations held by the Board. The Manual is being revised to January 1, 1903, and will be published for use during the coming year. One thousand copies of the Manual for 1902 were forwarded to the United States Civil Service Commission for use in the United States. There have been forwarded also 1,000 copies of the revised application Form No. 2 for the use of applicants in the United States for this service.

**OFFICIAL REGISTER OF THE PHILIPPINE CIVIL SERVICE.**

The work of preparing the official register for this service will be taken up in time for its completion by January 1, 1903. As it is desired to show a complete and exact roster of officers and employees on January 1, it can not be published prior to that date.

**PERSONNEL OF THE BOARD.**

On April 14, 1902, Mr. W. L. Pepperman, secretary, and Sr. D. Felipe Buencamino, member, of this Board, sailed for the United States, under leave of absence granted by the Philippine Commission. Mr. Pepperman decided not to return and resigned his position. Sr. Buencamino returned to Manila, arriving on August 27.

Very respectfully,

Wm. S. WASHBURN,  
FELIPE BUENCAMINO,  
*Members of Board.*

The CIVIL GOVERNOR OF THE PHILIPPINE ISLANDS.



## APPENDIX.



## APPENDIX.

### AN ACT FOR THE ESTABLISHMENT AND MAINTENANCE OF AN EFFICIENT AND HONEST CIVIL SERVICE IN THE PHILIPPINE ISLANDS.

*By authority of the President of the United States, be it enacted  
by the United States Philippine Commission, that:*

SECTION 1. The Commission shall appoint three persons to be members of a Board to be called the Philippine Civil Service Board. The Commission shall designate one of such persons as chairman, and another as secretary, and may in its discretion designate from among the members of the Board a chief examiner.

SEC. 2. No person shall be eligible for appointment as a member of the Board unless he shall be a native of the Philippine Islands owing and acknowledging allegiance to the United States, or a citizen of the United States.

SEC. 3. Each member of the Board shall during his incumbency reside in Manila, and shall receive an annual salary of three thousand five hundred dollars and his necessary traveling expenses while in the discharge of his official duties. In case the Commission shall designate a member of the Board to act as chief examiner he shall receive in addition to his salary as a member of the Board a further annual compensation of five hundred dollars.

SEC. 4. The Board shall prepare rules adapted to carry out the purpose of this act, which is hereby declared to be the establishment and maintenance of an efficient and honest civil service in all the executive branches of the Government of the Philippine Islands, central, departmental, and provincial, and of the city of Manila, by appointments and promotions according to merit and by competitive examinations where the same are practicable, and it shall be the duty of all officers in the Philippine civil service in the departments and offices to which any such rules may relate to aid, in all proper ways, in carrying said rules, and any modifications thereof, into effect.

SEC. 5. This act shall apply, except as hereinafter expressly provided, to all appointments of civilians in the Bureaus and Offices of the Government of the Philippine Islands, subject, however, to the provisions and limitations of the acts organizing such Bureaus: *Provided*, That persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, and persons employed merely as laborers, shall not be included in the classified service unless otherwise specifically provided by law.

SEC. 6. The rules to be prepared and certified by the Board shall provide:

(a) For the classification of all offices and employments included in section 5.

Technical, professional, or scientific positions. (b) For the appointment to those offices requiring technical, professional, or scientific knowledge, by competitive or noncompetitive examinations, as the Board shall determine.

Selection of policemen, firemen, and guards. (c) For the selection of members of the police force and of the fire department in the city of Manila and of guards at prisons and penitentiaries by competitive or noncompetitive examination, or otherwise, as the Board, after consultation with the Military Governor and his approval, shall determine.

Skilled workmen. (d) For the selection of skilled workmen by such examinations, competitive or noncompetitive, as may be practicable, and which need not, if the Board shall so limit them, relate to more than the capacity of the applicants to labor, their habits of industry and sobriety, and their honesty.

Promotions. (e) For competitive or noncompetitive promotion examinations, as the Board shall determine. In the competition the Board may provide, in its discretion, for the allowance of credit to the previous experience and efficiency of the applicant in the civil service of the Islands, to be estimated by the officer or officers under whose direction the service has been rendered, under such limitations as the Board may prescribe: *Provided*, That such credit shall not be allowed to any applicant who shall not obtain a minimum average per centum to be fixed by the Board.

Probation. (f) For a period of probation before the appointment or employment is made permanent.

Preparation and places for holding examinations. (g) For the preparation and holding in Manila and in the provinces of open competitive examinations of a practical character for testing the fitness of applicants for appointment to the classified service, and for the preparation and the holding of examinations in the United States under the auspices of the United States Civil Service Commission.

Selection of eligibles. (h) For selection, according to average percentage, from among those certified by the Board as rated highest in such competition.

Transfers. (i) For transfers under limitations to be fixed by the rules from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified service of the Philippine Islands.

Reinforcements. (j) For reinstements in the service under limitations to be fixed by the rules.

Examinations in Spanish and English. (k) For the examination in the Spanish language of all applicants who are citizens of the United States and in the English language of all applicants who are natives of the Philippine Islands, whenever, in the opinion of the Board, knowledge of both languages is essential to an efficient discharge of the duties of the positions sought.

Noncompetitive examinations. (l) For the holding of noncompetitive examinations when applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

Physical examination. (m) For a thorough physical examination by a competent physician of every applicant for examination in the United States, and in the discretion of the Board in the Philippine Islands, and for rejection of every such applicant found to be physically disqualified for efficient service in the Philippine Islands.

Age limits. (n) For fitting age limits of applicants for entrance into the classified service.

(o) For eliciting from all applicants for examination full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service which they seek to enter.

(p) For the employment of clerks and other employees for temporary service where it is impracticable to make appointments as provided in this act, for terms not exceeding ninety days, but no person shall be employed under this exception for more than ninety days in a year.

(q) The enumeration herein of the subjects to be covered by the rules of the Board shall not be regarded as exclusive, but the Board shall have power to prepare and submit to the Civil Governor for his approval any rules not in violation of the limitations of the act, which will more efficiently secure the enforcement of the act.

SEC. 7. The Board shall keep minutes of its own proceedings, and on or before the first day of January of each year shall make an annual report to the Civil Governor and to the Commission showing its proceedings, the rules which it has adopted, the practical effect thereof, and suggestions for carrying out more effectually the purpose of this act.

SEC. 8. The Board shall supervise the preparation and rating and have control of all examinations in the Philippine Islands under this act. The Board may designate a suitable number of persons in the Philippine civil service to conduct its examinations and to serve as members of examining committees, and when examiners with special, technical, or professional qualifications are required for the preparation or rating of examination papers it may designate competent persons in the service for such special duty, after consultation with the proper officer, or officers, under whom they are serving. The duties required of such persons as members of examining committees, or as special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons can not be found in the Philippine service with the necessary qualifications for special examining work that may be required, the Board is authorized to employ at a reasonable compensation persons not in public employment for such work, which compensation shall be paid out of the general funds appropriated for the purposes of the Board, on its order.

SEC. 9. The Board may make investigations and report upon all matters relating to the enforcement of this act and the rules adopted hereunder, and in making such investigations the Board and its duly authorized examiners are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

SEC. 10. The Board shall have a permanent office in the city of Manila. When examinations are to be held by the Board, either in Manila or in the provinces, officers having the custody of public buildings shall allow their reasonable use for the purpose of holding such examinations.

Record of all changes in the service to be kept by the Board. SEC. 11. The head of each office to which this act applies shall notify the Board in writing without delay of all appointments,

permanent, temporary, or probational, made in the classified service in his office, of all rejections after the period of probation, and of all transfers, promotions, reductions, resignations, or vacancies from any cause in said service and of the date thereof; and a record of the same shall be kept by the Board.

Appointments made in violation of law and rules. SEC. 12. When the Board shall find that any person is holding a position in the civil service in violation of the provisions of this act or the rules of the Board, it shall certify information of the fact to the disbursing and auditing officers through whom the payment of the salary or wages of such position is by law required to be made, and if thereafter the disbursing or auditing officer shall pay, or permit to be paid, to the person such salary or wages, the payment shall be illegal, the disbursing officer shall not receive credit for the same, and the auditing officer who authorizes the payment shall be liable on his official bond for the loss resulting to the proper government.

Frauds and penalties.

SEC. 13. Any person in the Philippine civil service who shall willfully or corruptly, by himself or in coöperation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by said Board; or who shall willfully, corruptly, and falsely rate, grade, estimate, or report upon the examination or standing of any person examined hereunder, or aid in so doing; or who shall willfully and corruptly make any false representations relative thereto or concerning the person examined; or who shall willfully and corruptly furnish any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined, or to be examined, of being employed, appointed, or promoted, shall for each such offense be punished by a fine not exceeding one thousand dollars, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment.

Beneficiary of fraudulent act subject to penalties. SEC. 14. Any person who shall willfully and corruptly become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

Political or religious opinions not to be disclosed or recorded. SEC. 15. No inquiry shall be made, and no consideration whatever shall be given to any information, relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: *Provided, however,* That disloyalty to the United States of America as the supreme authority in these Islands shall be a complete disqualification for holding office in the Philippine civil service.

Disloyalty a complete disqualification.

Oath of allegiance to United States prerequisite to examination.

SEC. 16. Every applicant for admission to the Philippine civil service shall, before being admitted to examination in the Islands, take and subscribe the following oath before a justice of the peace in and for the province in which he is, or before a member of the Civil Service Board, the members of which are authorized to administer the same:

#### "OATH OF APPLICANT."

"I, ..... , having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of

the United States of America in these Islands and will maintain true faith and allegiance thereto; that I will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

“(Signature).....

“Subscribed and sworn to (or affirmed) before me this .....  
day of ..... , 19....

“.....”

The oath of the applicant shall be filed with the secretary of the Board.

**SEC. 17.** No officer or employee in the Philippine civil service shall, directly or indirectly, give or hand over to any other officer or employee in said service any money or other valuable thing to be applied to the promotion of any political object whatever and a violation of this section by the receiving officer or employee shall subject the violator to a penalty of not exceeding five hundred dollars or to imprisonment not exceeding six months, or both, and upon conviction he shall be removed from office.

**SEC. 18.** No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render a political service, or be removed or otherwise prejudiced for refusing to do so. Any person soliciting political contributions from public officers or employees shall be subject to the same penalties as those provided in the preceding section.

**SEC. 19.** In the appointment of officers and employees under the provisions of this act, the appointing officer in his selection from the list of eligibles to be furnished him by the Board shall, where other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. All honorably discharged soldiers, sailors, and marines of the United States.

**SEC. 20.** The requirements of this Act for entrance into the civil service, or for promotion by examination, shall not apply to the selection of the following officers and employees:

ALL DEPARTMENTS AND OFFICES.

Amended July  
16, 1901; Nov. 29,  
1901, and Jan. 9,  
1903.

1. One private secretary to each member of the Philippine Commission, except the President.

2. Persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law.

3. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.

4. Persons employed merely as laborers.

#### EXECUTIVE OFFICE.

5. One private secretary to the Civil Governor.

#### DEPARTMENT OF THE INTERIOR.

6. The members of the Board of Health for the Philippine Islands.

7. The presidents of provincial boards of health.

8. The director of the Agricultural College and Experiment Station.
9. The Director, the three assistants, and the secretary of the Weather Bureau.
10. The Chief of the Bureau of Non-Christian Tribes.
11. The Superintendent and Directors of Government Laboratories.
12. The Attending Physician and Surgeon of the Philippine Civil Hospital.

DEPARTMENT OF COMMERCE AND POLICE.

13. Postmasters compensated on a percentage basis as provided by law.
14. Postmasters receiving not more than three hundred dollars per annum compensation for their personal salaries, who may lawfully perform the duties of postmaster in connection with the official duties with which they are charged if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.
15. The Consulting Engineer to the Commission.
16. The Officer in Charge of the Improvement of the Port of Manila.
17. Detectives.
18. Any position in the Department of Commerce and Police the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is commissioned or enlisted for a term of years.

DEPARTMENT OF FINANCE AND JUSTICE.

19. Judges and justices of the peace.
20. The Attorney-General and his assistant lawyers.
21. The Solicitor-General.
22. The Assistant Attorney-General.
23. The Supervisor and Deputy Supervisor of Provincial Fiscals.
24. Provincial fiscals.
25. The Auditor for the Philippine Archipelago.
26. The Deputy Auditor for the Philippine Archipelago.
27. The Treasurer of the Philippine Archipelago.
28. The Cashier of the Treasurer of the Philippine Archipelago.
29. The Superintendent of the Insular Cold Storage and Ice Plant.
30. Secret agents.
31. Customs inspectors in the provinces whose rates of compensation do not exceed one hundred and eighty dollars per annum, who may lawfully perform the duties of customs inspectors in connection with the official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

## THE CITY OF MANILA.

32. The members of the Municipal Board.
33. The City Engineer.
34. The City Attorney and his assistant attorney.
35. The Prosecuting Attorney and his assistant attorneys.
36. The Sheriff and his deputies.

SEC. 21. The requirements of this Act for entrance into the civil service, or for promotion by examination, shall not apply to the selection of the following officers:

Offices to be filled by promotion.  
Amended July 16, 1901; Nov. 29, 1901, and Jan. 9, 1903.

## THE EXECUTIVE OFFICE.

1. The Executive Secretary.
2. The members of the Civil Service Board.
3. The Insular Purchasing Agent.

## THE PHILIPPINE COMMISSION.

4. The Secretary of the Philippine Commission.

## DEPARTMENT OF THE INTERIOR.

5. The Chief of the Forestry Bureau.
6. The Chief of the Mining Bureau.
7. The Chief of the Bureau of Agriculture.
8. The Chief of the Bureau of Public Lands.

## DEPARTMENT OF COMMERCE AND POLICE.

9. The Chief of Coast Guard and Transportation.
10. The Captain of the Port of Manila.
11. The Director of Posts.
12. The Assistant Director of Posts.
13. The Postmaster at Manila.
14. The Chief of Philippines Constabulary.

## DEPARTMENT OF FINANCE AND JUSTICE.

15. The Collector of Customs for the Philippine Archipelago.
16. The Deputy Collector of Customs for the Philippine Archipelago.
17. The Surveyor of Customs for the Philippine Archipelago.
18. The Cashier of the Collector of Customs for the Philippine Archipelago.
19. The collector of customs at Iloilo.
20. The collector of customs at Cebu.
21. The Collector of Internal Revenue for the Islands.

## DEPARTMENT OF PUBLIC INSTRUCTION.

22. The General Superintendent of Education.
23. The Chief of the Bureau of Public Printing.
24. The Chief Statistician.
25. The Chief of the Bureau of Archives.
26. The Chief of the Bureau of Architecture.

## CITY OF MANILA.

27. The Chief of the Fire Department.
28. The City Assessor and Collector.
29. The Chief of Police.

30. The chief or head of any Bureau hereafter organized, unless otherwise expressly provided by law.

But vacancies occurring in all the foregoing positions shall be filled from a class to be composed of the first, second, and third assistants in all the foregoing Offices or Bureaus: *Provided*, That competent persons may be found in the service who are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy. In case there are not two or more assistants, designated as such by law, in the office in which a vacancy occurs, the Civil Service Board may, in its discretion, include in such eligible list one or more of the subordinates in such office ranking next to the head thereof.

**Employees filling positions classified by this act subject to examination.** SEC. 22. The persons now employed in the civil service of the Philippine Islands whose positions may be classified by the operation of this act and the rules herein provided for shall, unless dismissed by proper authority, continue in the service and discharge the duties assigned them: *Provided*, That the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

**Position of teacher to be classified.** SEC. 23. This act shall not apply to the selection of school-teachers of the Department of Public Instruction until September first, nineteen hundred and three, on and after which date all appointments in the city of Manila to the position of teacher and in the Philippine Islands to the position of teacher of English shall be made in accordance with the provisions of the Civil Service Act and Rules.

**Approval of rules.** SEC. 24. The rules to be prepared and certified by the Board Amended Sept. 5, 1901. shall not take effect until approved by the Civil Governor, when they shall be promulgated by his executive order.

**Temporary appointees subject to examination.** SEC. 25. After the passage of this act no civilian shall be employed in the offices specified in section five of this act except in accordance with its terms: *Provided*, That between the time of its passage and the date when the Board herein created shall officially inform the Military Governor and the Commission that it is ready to certify a list of persons eligible to appointment under the provisions of this act for any vacancy occurring, appointments for temporary service may be made to fill vacancies or newly created offices to continue until such certification is made and such vacancies can be regularly filled, under the requirements of this act and the rules of the Board adopted in accordance herewith. Persons so temporarily appointed may compete in the examinations held for regular entrance to the classified service.

**United States money.** SEC. 26. In this act whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

**Roster of employees.** SEC. 27. Upon the passage of this act and the appointment and organization of the Board, it shall be the duty of the head of each office to which this act applies upon application by the Board to certify to the Board a complete list of all the officers and employees engaged therein, together with a full statement of

the duties performed by them and the compensation received by them.

SEC. 28. No applicants shall be admitted to the competitive examinations to be held under this act who are not either:

- (a) Citizens of the United States, or
- (b) Natives of the Philippine Islands, or
- (c) Persons who have, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the Islands, or
- (d) Persons who have taken the oath of allegiance to the United States and served as members of the Army or Navy of the United States, and been honorably discharged therefrom.

Classes of persons admitted to examinations.  
Amended July 16, 1901, Act 168.

SEC. 29. This act shall take effect on its passage, and shall be referred to as the "Civil Service Act."

Enacted, September 19, 1900.

[No. 25.]

AN ACT PROVIDING FOR THE APPOINTMENT AND REMOVAL OF SUBORDINATE OFFICERS AND EMPLOYEES IN CERTAIN DEPARTMENTS AND BUREAUS OF THE GOVERNMENT OF THE PHILIPPINE ISLANDS.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. All appointments to and removals from subordinate positions in the Philippine civil service in Offices or Bureaus under the executive control of the Secretaries of Departments shall be made by the heads of Offices or Bureaus subject to the approval of the Secretary of the Department who exercises executive control over the Office or Bureau in which the appointment or removal is made; appointments to and removals from subordinate positions in all other Offices or Bureaus in the civil service of the Insular Government shall be made subject to the approval of the Civil Governor: *Provided*, That heads of Offices and Bureaus may employ and discharge unskilled laborers whose employment is authorized by law without the approval of the Secretaries of Departments or of the Civil Governor. In case there is no head or acting head of any such Office or Bureau, or other Office or Bureau established by law, at the time when appointments to or removals from subordinate positions therein become necessary, such appointments and removals may be made by the Secretary of the Department under which the Office or Bureau is established, who shall have direct charge and supervision of such Office or Bureau, and who, or a person assigned by him for the purpose, shall have authority to make estimates for appropriation, requisitions on the Treasurer for money appropriated, and to approve all vouchers for payment.

Amended Nov. 18, 1901; Jan. 8, 1902; Jan. 9, 1903.

SEC. 2. [Section two of Act Numbered Twenty-five is repealed by Act Numbered Five hundred and eighty-eight.] Repealed Jan. 9, 1903.

SEC. 3. Nothing herein shall be construed to take any of the appointments to be made to positions described in section one out of the provisions of the Civil Service Act, or to prevent the Commission from revoking action taken under section one, or making

appointments to such positions, or from making removals therefrom of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

SEC. 4. This Act shall take effect on its passage.

Enacted, October 17, 1900.

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[No. 80.]

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF ABSENCE AND TRANSPORTATION OF APPOINTEES UNDER THE PHILIPPINE CIVIL SERVICE.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. It shall be the duty of the heads of Departments, Bureaus, or Offices in the Philippine Civil Service to require of all employees, of whatever grade or class, not less than six hours of labor each day, not including time for lunch and exclusive of Sundays, and of Saturdays after the hours of half past twelve postmeridian, and of days declared public holidays by law or executive order, but the head of any Department, Bureau, or Office may, in the interest of the public service, extend the daily hours of labor herein specified for any or all of the employees in his office, and in case of such extension it shall be without additional compensation: *Provided, however,* That during the heated term from the first day of April to the fifteenth day of June in each year the heads of Departments, Bureaus, or Offices in the Philippine Civil Service shall have discretion to reduce the required number of hours of labor each day, not including Saturdays, Sundays, and holidays, to five hours. This provision shall not oblige the head of a Department, Bureau, or Office in the Philippine Civil Service to reduce the hours of labor to five hours, but it shall be within his discretion to reduce the number of hours if consistent with the needs of the public service; nor shall this provision be regarded as conferring a right upon officers or employees. This reduction of the required hours of labor shall not apply to the officers or employees of any Department, Bureau, or Office to whom an overtime wage is allowed and paid. The head of any Department, Bureau, or Office, the work of which is of such a nature as to require the constant presence of one or more employees, may detail the necessary number of employees, to perform labor on Sundays, Saturday afternoons, or public holidays, but shall exempt employees so detailed from labor on other days so that the total labor which is required of each employee so detailed during each quarter shall not be in excess of that required of other employees in such Department, Bureau, or Office not so detailed. In cases of special emergency, the head of any Department, Bureau, or Office may also detail the necessary number of employees to perform labor on Sundays, Saturday afternoons, or public holidays under the restrictions above provided.

SEC. 2. The head of any Department or Office may grant leave of absence with pay during a calendar year to each employee, exclusive of Sundays and days declared public holidays by law or

Amended Apr. 7, 1903.  
1903.

Amended May 18, 1903.  
1903.

Amended Jan. 28, 1902.  
1902.

executive order, in accordance with the following schedule: An employee receiving an annual salary of less than six hundred dollars shall be granted fifteen days' leave; an employee receiving an annual salary of six hundred dollars or more, but less than one thousand dollars, shall be granted twenty days' leave; an employee receiving an annual salary of one thousand dollars or more, but less than eighteen hundred dollars, shall be granted thirty days' leave; an employee receiving an annual salary of eighteen hundred dollars or more shall be granted thirty-five days' leave. If an employee elects in any one year to postpone any or all of the leave to which he is entitled under this section, such leave shall accumulate, and in case he is granted leave for the purpose of visiting the United States he shall be allowed, with half pay, in addition to his leave, the actual and necessary time occupied by him in going to and returning from San Francisco: *Provided*, That such leave to visit the United States under these conditions shall not be granted to any employee more than once in three years, or to any employee who has not accumulated to his credit leave allowed for two full years. The provisions of this section shall be retroactive in effect so as to entitle employees of the civil service in the Philippine Islands, whether serving as such by regular appointment or by detail from the Army or Navy of the United States, previous to this Act, to any accumulated leave to which they would have been entitled had this Act been in effect at the date of their employment or detail.

The provisions of this section shall also be applicable to all heads of Bureaus and provincial officers not embraced therein, in computing their leaves of absence. Leaves of absence of provincial officers and of heads of Bureaus reporting directly to the Civil Governor shall be granted by him and of heads of other Bureaus by the Secretary of the Department embracing the Bureau in accordance with the provisions of Act Numbered Two hundred and twenty-two. In case the head of a Bureau, provincial officer, or employee of any Bureau shall die while in the service, having to his credit earned leave of absence, the salary that would have accrued to the deceased by reason of such earned leave of absence, and during the period thereof, shall be paid to the Treasurer of the Philippine Archipelago, and be by him administered in the manner provided in Act Numbered Two hundred and ninety, entitled "An Act providing an inexpensive method of administration upon the estates of civil employees of the Philippine Government who are citizens of the United States, and who die in the service of the Insular Government, leaving small estates upon which no regular administration is deemed advisable." But, in addition to the purposes for which such estate may be applied by the Treasurer, as provided by section one of the last-named Act, the Treasurer is also authorized to pay the expenses of the transportation of the remains of the deceased to the United States, if such transportation is desired by the surviving relatives, so far as the funds in his hands will enable him to pay such expenses: *Provided, nevertheless*, That if there should be a regular administration upon the estate of the deceased, then the sum due to the deceased, by reason of earned leave of absence standing to his credit, after the payment of unpaid funeral expenses and transportation of the remains, if

Amended Aug.  
30, 1902.

desired, to the United States, if any, shall be turned over to the regular executor or administrator of the estate of the deceased.

Amended Nov. 11, 1902.

SEC. 3. Where an employee in the civil service is himself ill, or in cases where any member of the immediate family of an employee is afflicted with a contagious disease, making the presence of such employee in the Department or Office in which he is employed unsafe for the health of his fellow-employees, he may be absent from duty not exceeding sixty days in any calendar year with pay: *Provided*, That he shall notify the head of the Bureau immediately of the cause of his absence: *And provided*, That after his return he shall establish by evidence, to be prescribed in regulations adopted by order of the Civil Governor, the fact that he was ill and unable to be on duty on account of illness, and that his claim is meritorious, or that a member of his family had the contagious disease above described during the period of his absence for which he claims compensation. If the period of absence because of illness of the employee himself or in his family shall exceed sixty days, he shall receive no compensation for the time so in excess of sixty days, and if the absence thus caused shall exceed six months, he shall be immediately separated from the service. The question of granting leaves of absence, both in section two and section three of Act Numbered Eighty, shall be first submitted to the Civil Service Board for its recommendation, and then forwarded to the head of the Executive Department in which the applicant is employed, for his final decision, except in respect to those Bureaus not under any Executive Department, in which cases the recommendations of the Civil Service Board shall be forwarded to the Civil Governor for his final decision.

Amended Jan. 28, 1902; Feb. 27, 1903.

SEC. 4. The appointment of all persons residing in the United States to the Philippine civil service, whether by transfer from the United States civil service or otherwise, shall be subject to the following conditions:

(1) A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, ten per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

(2) He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the Islands: *Provided*, That he proceed directly to the Islands; otherwise, he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

(3) A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands, under the conditions named in this Act, shall, before receiving such appointment, execute a contract and

deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Civil Governor or proper head of an Executive Department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and violating the conditions of the contract, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. No return transportation shall be furnished to such employee. In such case, an action shall lie on the petition of the Attorney-General for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

(4) A person who has been employed continuously in the Philippine civil service for three years or more after the passage of the Civil Service Act shall, if he so requests, upon his retirement from the service, be furnished with transportation from Manila to San Francisco, and shall be allowed half salary for thirty days in addition to full salary for the period which he may be granted as leave of absence under the provisions of this Act.

SEC. 5. This Act shall take effect on its passage.

Enacted, January 26, 1901.

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[No. 148.]

AN ACT REGULATING EXPENDITURE OF MONEY UNDER APPROPRIATIONS, FORBIDDING THE ALLOWANCES TO OFFICERS OR CLERKS FOR EXTRA COMPENSATION, EXCEPT IN CASE OF CLERKS OR EMPLOYEES ACTING AS NIGHT TEACHERS IN THE PUBLIC SCHOOLS, AND REGULATING THE PAYMENT OF TRAVELING EXPENSES.

*By authority of the President of the United States, be it enacted  
by the United States Philippine Commission, that:*

SECTION 1. All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others, and no moneys appropriated for contingent, incidental, or miscellaneous purposes shall be expended or paid for official or clerical compensation.

SEC. 2. No allowance or compensation shall be made to any officer or clerk by reason of the discharge of duties which belong to any other officer or clerk in the same, or any other, Department, and no allowance or compensation shall be made for any extra service, whatever, which any officer or clerk may be required to perform unless expressly authorized by law.

SEC. 3. No officer in any branch of the public service, or any other person, whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever for the disbursement of public money, or for any other service or duty whatever, unless

the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation: *Provided, however,* That the employment of clerks and employees in the various civil Departments as evening or night teachers in the public schools is hereby authorized, such salaries being hereby made a proper charge against the appropriations available for the payment of salaries of teachers.

SEC. 4. Hereafter actual and necessary traveling expenses only shall be allowed to any person holding employment or appointment under the Government of the Philippine Archipelago, and all allowances in excess of the amount actually paid, except as herein provided, are declared illegal, and no credit shall be allowed to any of the disbursing officers of the Government of the Philippine Archipelago for payments or allowances in violation of this provision: *Provided,* That nothing herein contained shall be construed to prohibit the payment of a per diem in lieu of actual expenses.

SEC. 5. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An Act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 6. This Act shall take effect on its passage.

Enacted, June 21, 1901.

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[No. 392.]

AN ACT AUTHORIZING THE EMPLOYMENT OF PERSONS AT SALARIES LOWER THAN THOSE FOR WHICH APPROPRIATION IS MADE, AND DESIGNATING PERSONS AUTHORIZED TO ADMINISTER OATHS FOR THE CIVIL SERVICE BOARD.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. The head of any Department or Bureau may, with the approval of the Philippine Civil Service Board, appoint employees at salaries lower than those authorized and appropriated for: *Provided,* That the aggregate number of employees so authorized and appropriated for shall not be increased.

SEC. 2. The members of the Civil Service Board, or any examiner duly authorized by it, may administer such oaths as may be necessary in the transaction of the official business of the Board.

SEC. 3. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An Act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 4. The provisions of this Act shall be effective as of April first, nineteen hundred and two.

Enacted, April 18, 1902.

## CIVIL SERVICE RULES.

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In the exercise of power vested in him by "An Act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," enacted September 19, 1900, as amended January 9, 1903, the Civil Governor hereby approves and promulgates the following rules, prepared and certified by the Philippine Civil Service Board, and revokes all others.

### Rule I.

#### GENERAL PROVISIONS AND DEFINITIONS OF TERMS.

1. The Board shall have authority to prescribe such regulations in pursuance of and in execution of these rules and of the Civil Service Act as may not be inconsistent therewith, and may prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

2. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "Board" refers to the Philippine Civil Service Board.

(b) The term "Civil Service Act" refers to "An Act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," enacted September 19, 1900.

(c) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(d) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(e) The term "classified service" refers to that portion of the Philippine civil service which is subject to the provisions of the Civil Service Act and these rules.

(f) The term "unclassified service" refers to that portion of the Philippine civil service positions in which may be filled without reference to the provisions of the Civil Service Act and these rules.

(g) Whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

(h) Whenever the term "officers" is used, it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

3. A person occupying a position classified by the operation of the Civil Service Act and these rules, whose appointment was made in conformity with law, shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said Act and

Status of persons occupying civil positions prior to their classification.

these rules, except that the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them, and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

## Rule II.

### EXTENT OF THE CIVIL SERVICE OF THE PHILIPPINE ISLANDS.

**Extent of the service.**

1. The civil service of the Philippine Islands shall include all appointive offices and positions of trust or employment which are now or may hereafter be occupied by civilians in the central, departmental, and provincial branches of the Philippine Government, and also in the municipal service of Manila.

**Employees or positions not classified.**

2. The following-named employees or positions are not classified and vacancies therein may be filled without reference to the provisions of the Civil Service Act:

#### ALL DEPARTMENTS AND OFFICES.

1. One private secretary to each member of the Philippine Commission, except the President.

2. Persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law.

3. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.

4. All persons employed merely as laborers [and all employees whose rate of compensation is \$120 or less per annum].

#### EXECUTIVE OFFICE.

5. One private secretary to the Civil Governor.

#### DEPARTMENT OF THE INTERIOR.

6. The members of the Board of Health for the Philippine Islands.

7. The presidents of provincial boards of health.

8. The Director of the Agricultural College and Experiment Station.

9. The Director, the three Assistants, and the Secretary of the Weather Bureau.

10. The Chief of the Bureau of Non-Christian Tribes.

11. The Superintendent and Directors of Government Laboratories.

12. The Attending Physician and Surgeon of the Philippine Civil Hospital.

#### DEPARTMENT OF COMMERCE AND POLICE.

13. Postmasters compensated on a percentage basis as provided by law.

14. Postmasters receiving not more than \$300 per annum compensation for their personal salaries, who may lawfully perform the duties of postmaster in connection with the official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

15. The Consulting Engineer to the Commission.

16. The Officer in Charge of the Improvement of the Port of Manila.

17. Detectives.

18. Any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character, and for the performance of which duties a person is commissioned or enlisted for a term of years.

DEPARTMENT OF FINANCE AND JUSTICE.

19. Judges and justices of the peace.

20. The Attorney-General and his assistant lawyers.

21. The Solicitor-General.

22. The Assistant Attorney-General.

23. The Supervisor of Provincial Fiscals.

24. Provincial fiscals.

25. The Auditor of the Philippine Archipelago.

26. The Deputy Auditor of the Philippine Archipelago.

27. The Treasurer of the Philippine Archipelago.

28. The Cashier of the Treasurer of the Philippine Archipelago.

29. The Superintendent of the Insular Cold Storage and Ice Plant.

30. Secret agents.

31. Customs inspectors in the provinces whose rates of compensation do not exceed \$180 per annum, who may lawfully perform the duties of customs inspectors in connection with the official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

CITY OF MANILA.

32. The members of the Municipal Board.

33. The City Engineer.

34. The City Attorney and his assistant attorney.

35. The Prosecuting Attorney and his assistant attorneys.

36. The Sheriff and his deputies.

It is the purpose of the appointing power to observe the principle of promotion in filling vacancies in the unclassified service: *Provided*, That competent persons may be found in the service who are available and possess the qualifications required.

3. The following-named employees or positions shall be excepted from the requirement of examination, and vacancies therein shall be filled by promotion from a class to be composed of the first, second, and third assistants in all the Bureaus or Offices of the Philippine Government, provided that competent persons may be found in the service who are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy. In case there are not two or more assistants, designated as such by law, in the office in which a vacancy occurs, the Board may, in its discretion, include in such eligible list one or more of the subordinates in such office ranking next to the head thereof:

## THE EXECUTIVE OFFICE.

1. The Executive Secretary.
2. The members of the Civil Service Board.
3. The Insular Purchasing Agent.

## DEPARTMENT OF THE INTERIOR.

4. The Chief of the Forestry Bureau.
5. The Chief of the Mining Bureau.
6. The Chief of the Bureau of Agriculture.
7. The Chief of the Bureau of Public Lands.

## DEPARTMENT OF COMMERCE AND POLICE.

8. The Chief of Coast Guard and Transportation.
9. The Director of Posts.
10. The Assistant Director of Posts.
11. The Postmaster at Manila.
12. The Chief of Philippines Constabulary.

## DEPARTMENT OF FINANCE AND JUSTICE.

13. The Collector of Customs for the Philippine Archipelago.
14. The Deputy Collector of Customs for the Philippine Archipelago.
15. The Surveyor of Customs for the Philippine Archipelago.
16. The Cashier of the Collector of Customs for the Philippine Archipelago.
17. The Collector of Customs at Iloilo.
18. The Collector of Customs at Cebu.
19. The Collector of Internal Revenue for the Islands.

## DEPARTMENT OF PUBLIC INSTRUCTION.

20. The General Superintendent of Education.
21. The Chief of the Bureau of Public Printing.
22. The Chief Statistician.
23. The Chief of the Bureau of Archives.
24. The Chief of the Bureau of Architecture.

## CITY OF MANILA.

25. The Chief of the Fire Department.
26. The City Assessor and Collector.
27. The Chief of Police.

## ALL DEPARTMENTS.

28. The chief or head of any Bureau hereafter organized, unless otherwise expressly provided by law.

## Rule III.

## APPLICATIONS FOR EXAMINATION.

Classes of persons excluded from examination.

1. No applicant shall be admitted to competitive examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the Treaty of Paris acquired the political rights of natives of the Islands.

2. Every applicant for examination must furnish information as to his citizenship, nativity, age, education, and physical capacity, and such other information tending to show his qualifications or disqualifications for the service, as may be required by the Board. Qualifications of applicants.

3. No applicant shall be admitted to examination or be appointed in the United States for this service until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. Physical examination.

A physical and medical examination may, in the discretion of the Board, be required of applicants for examination in the Philippine Islands.

4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Board of his loyalty to the supreme authority of the United States of America in these Islands. Evidence of loyalty to the United States required.

5. No application for examination shall be accepted from any person serving or enlisted in the Army, the Navy, or the Marine Corps of the United States unless the written consent of the proper military, naval, or marine authority under whom such person is serving or enlisted is filed with his application. Applications from enlisted men.

6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided*, That in the interest of good administration, the Board, with the concurrence of the head of the proper Department, Office, or branch of the service, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the Board the needs of the service require it, the age limitations named herein may be extended. Age limitations.

7. The Board may, in its discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfit for the performance of the duties of the position to which he seeks appointment, or who has been guilty of a crime or of infamous or notoriously disgraceful or immoral conduct, including drunkenness and dishonesty, or who has been dismissed from the service for delinquency or misconduct within one year next preceding the date of his application, or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment. Disqualifications for examination or eligibility.

8. No application shall be accepted for examination for a position which belongs to one of the recognized mechanical trades unless it shall be shown that the applicant has served as apprentice or as journeyman or as apprentice and journeyman at said trade for such periods as the Board may prescribe. Applications for trades positions.

## Rule IV.

## EXAMINATIONS.

**Examinations.**

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests as the Board may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

Tests in both Spanish and English.

2. Whenever the Board shall find, after consultation with the head of the proper Department or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, the Board shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language.

Examination a prerequisite to appointment.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Civil Service Act and these rules.

**Noncompetitive.**

4. No noncompetitive examination shall be held except under the following conditions:

(a) When applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

(b) To test fitness for promotion.

(c) To test fitness for reinstatement or transfer to a position in the service.

(d) To test fitness for positions requiring professional, technical, or scientific qualifications, when, in the judgment of the Board, it is not practicable to hold a competitive examination for such positions.

(e) To test fitness for positions of skilled workmen, mechanics, or artisans.

**Dates and places.**

5. Examinations in the Philippine Islands shall be held at Manila and in the provinces upon such dates as the Board may deem best for the interest of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of this Board. Previous notice of such examinations, with such general information relative thereto as the Board shall prescribe, shall be mailed to each person who has made application in due form.

Examining committees.

6. The Board shall appoint such examining committees or special examiners as it may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners shall perform such duties as the Board may direct in connection with examinations, appointments, and promotions in any part of the service which has been or may hereafter be classified, and in the performance of such duties they shall be under the direct and sole control and authority of the Board. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time

shall be allowed for the performance of such duties during the office hours of said office.

7. All officers of the Philippine civil service shall facilitate the examinations of the Board, and officers having the custody of public buildings at places where such examinations are to be held shall for this purpose permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

### Rule V.

#### RATING OF PAPERS AND ELIGIBILITY.

1. Examination papers shall be rated according to their excellence on a scale of 100, and the subjects therein shall be given such relative weights as the Board shall prescribe. After a competitor's papers shall have been rated he shall be duly notified of the result thereof.

Officers to facilitate examinations.

2. Every competitor who attains a rating of 70 or over shall be eligible to appointment subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their ratings, without regard to the date of examination, on the proper register of eligibles.

Rating of examination papers.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended, if, in the discretion of the Board, the needs of the service warrant it: *Provided*, That in case a person whose name is on any register shall be mustered into the military or naval service of the United States at a time when the United States may be engaged in war or in suppressing an insurrection, the period of eligibility of such person shall, under such conditions as the Board may prescribe, be considered as suspended during the time he may be serving in the Army or Navy of the United States: *And provided further*, That when the needs of the service require it, the eligibility of any person resulting from examinations held in the Philippine Islands shall be revoked during the absence of such person from the Philippine Islands.

Eligible rating.

Period of eligibility.

Suspension of eligibility.

### Rule VI.

#### CERTIFICATIONS.

A vacancy in a classified position, if not filled by appointment, by promotion, reduction, transfer, or reinstatement, or through noncompetitive examination, shall be filled under the following provisions:

Methods of filling vacancies.

1. The nominating or appointing officer shall make requisition, upon a form prescribed by the Board, for the names of eligibles for the position vacant, specifying the duties of the position, and the Board shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the office or branch of the service in which the vacancy exists: *Provided*, That certification for temporary employment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

Three names to be certified.

Certification for temporary employment.

Certification by sexes.

**Selections from certifications.** 2. The nominating or appointing officer shall select one of the three names certified, and, if at the time of selection there are more vacancies than one, he may select more than one name, unless otherwise directed by the Board: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness or moral or other disqualification as provided in Rule III, paragraph 7, particularly specified, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Board, certification may be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

**Preference in selection.** 3. In making selections from certifications of eligibles by the Board, appointing officers shall, when other qualifications are equal, prefer, first, natives of the Philippine Islands, and second, all honorably discharged soldiers, sailors, and marines of the United States.

**Examination papers to accompany certifications.** 4. The Board, whenever practicable, shall forward to the head of the Bureau or Office in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the persons certified and make such verbal inquiries of them as he may think proper. The papers forwarded by the Board to the head of the Bureau or Office for his information shall be returned to the Board with the notice of selection.

**Probationary period authorized.** 5. When a person is selected for appointment the appointing officer shall notify the Board and the Board shall notify the appointee. Upon his reporting for duty he shall receive from the appointing officer a certificate of appointment for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the appointing officer, his re-

**Absolute appointment.** 6. An eligible may waive certification or decline appointment without losing his position on the register upon furnishing reasons satisfactory to the Board, but without such action his name shall be dropped from the register upon his declination of an appointment. No eligible shall have the right to decline an appointment from the same register more than twice.

**Discharge of probationer.** 7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

**Conditions of waiving certifications.** 8. When two or more eligibles have the same rating, precedence in certification shall be determined by the order in which their applications were filed.

**Appointment to lowest class and exception thereto.** 9. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

**Eligibles with same rating.** 10. When two or more eligibles have the same rating, precedence in certification shall be determined by the order in which their applications were filed.

9. Whenever a vacancy exists and an emergency shall arise requiring that such vacancy shall be filled before the Board can make a certification of eligibles, the vacancy may, subject to the approval of the Board, previously obtained wherever possible, be filled by temporary employment without examination for such part of ninety days as will enable the Board to make a certification of eligibles: *Provided*, That a vacancy shall not be filled by temporary employment pending a certification of eligibles by the Board unless the public interest requires that it shall be filled to meet an emergency, and such temporary employment, if allowed, shall expire by limitation as soon as an eligible shall be provided, and the necessary details of an appointment thereto have been executed in accordance with these rules. No person shall serve longer than ninety days in any one year under such temporary employment, said year limitation commencing from the date of such temporary employment.

Temporary employment for emergency.

Restrictions upon temporary employment.

### Rule VII.

#### REINSTATEMENTS.

Any person who has, through no delinquency or misconduct, been separated from a position classified under the Civil Service Act and these rules, may, upon requisition of the proper officer and the certificate of the Board, be reinstated without examination in a vacant position of the same class in the Department, Office, or branch of the service from which he was separated, under the following conditions:

Reinstatements without examination.

1. No person shall be reinstated who has served less than six months in the Philippine civil service. Six months' service required.

2. A person who has been regularly and formally appointed to a classified position and has served less than two years, but who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five or more years may be reinstated within five years, from the date of his separation from the service: *Provided*, That for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Board, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed: *And provided further*, That if the person originally entered the classified service through examination under these rules, reinstatement may be made without examination; otherwise the person may not be reinstated until he has passed the examination required for original entrance to the position to which his reinstatement is proposed: *And provided further*, That subject to the other conditions of these rules, any person whose separation from the service was caused by his enlistment in or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the service.

Periods of service necessary for reinstatement.

When examinations are required for reinstatement.

Reinstatements excepted from time requirements.

## Rule VIII.

## TRANSFERS.

**Transfers in same Bureau, Office, or branch of service.** 1. A person in any Bureau or Office, or branch of the service, may be transferred within the same Bureau, Office, or branch of the service upon any test of fitness, not disapproved by the Board, which may be determined upon by the appointing officer, subject to the limitations of the proviso of paragraph 2 of this rule.

**Transfers from Bureau, Office, or branch of service.** 2. A person who has received absolute appointment may, upon the certificate of the Board, be transferred from a position in one Office or branch of the service to a position in another Office or branch of the service: *Provided*, That such transfer shall not be made without examination to a position if for original entrance to such position there is required by these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

**Conditions of transfers from unclassified to classified service.** 3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom.

**Retransfers in the classified service.** 4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

**Transfers from the Federal service.** 5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Board may accept such tests of fitness as may be made upon its request by the United States Civil Service Commission.

**Employees not barred from open competitive examination.** 6. A person employed in any grade shall not, because of such employment, be barred from open competitive examination provided for original entrance to any other grade.

**Amended May 24, 1903.** 7. An officer or employee occupying a competitive position in the Philippine classified civil service who has served three years or more therein, may be transferred to the Federal classified civil service, subject to the provisions of the United States Civil Service Rules and to the following requirements:

(a) Three years' continuous service subsequent to the passage of the Civil Service Act, without visiting the United States.

(b) Four years' continuous service, subsequent to the passage of the Civil Service Act, visiting the United States only once during this period.

**Rule IX.****PROMOTIONS.**

1. No vacancy in any position shall be filled by original appointment or by transfer whenever there is in the Office or branch of the service where the vacancy exists any person in a position in a lower class or grade who is qualified and willing to be promoted to the existing vacancy.

2. In providing regulations and competitive examinations for promotion the Board shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as it may deem proper after consultation with the heads of the different Offices or branches of the service in which promotion examinations may be held, with a view to determine the relative efficiency of officers and employees, and their general intelligence as well as their knowledge of the business of the branch of the service in which they seek to be promoted.

3. In each Department, Office, or branch of the service, the Board may, when deemed advisable, appoint a promotion examining committee of not less than three persons, after consulting the head of the Department, Office, or branch of the service in which such committee is to be appointed. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Board may direct, in the performance of which duties they shall be under the sole control and authority of the Board.

4. There shall be kept in each office, on a form prescribed for that purpose, a continuous and comparative record from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptiveness, punctuality, and attendance. This record shall be at all times open to the inspection of the Board. A report shall be made to the Board quarterly, on the first days of January, April, July, and October, giving the comparative term and efficiency rating applicable to each person according to the following scheme:

Perfect .....	100
Very superior .....	95
Excellent .....	90
Very good .....	85
Good .....	80
Fairly good .....	75
Fair or ordinary .....	70
Poor .....	50 to 65
Very poor .....	below 50

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered, unless it be made by the officer or officers under whose supervision he is employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public

Positions filled  
by promotion  
when possible.

Experience and  
efficiency con-  
sidered in exam-  
inations for pro-  
motion.

Board to desig-  
nate promotion  
examining com-  
mittees.

Record of effi-  
ciency to be kept  
and reported to  
the Board quar-  
terly.

Recommendations for promo-  
tion.

service, and shall be sufficient cause for debarring such person from promotion, and a repetition of the offense shall be sufficient cause for removing him from the service.

When noncompetitive promotion examinations are required.

6. Until the promotion regulations herein authorized have been promulgated by the Board for any Department, Office, or branch of the service, and the Board has notified such Department, Office, or branch of the service that it is prepared to conduct the promotion examinations authorized under the Civil Service Act and these rules, promotions therein may be made upon any tests of fitness not disapproved by the Board which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class to another class of an employee who has not entered the service through the examination prescribed for the class to which promotion is proposed, such employee shall be required to obtain an eligible grade in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible grade is obtained.

#### Rule X.

##### RELATING TO APPOINTMENT AND EMPLOYMENT.

1. All appointments, not temporary or emergency, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of Act No. 25 on Form No. 33 prescribed by the Board and forwarded through the Board for its attestation to the Civil Governor, or proper head of Executive Department, for approval: *Provided*, That appointments to subordinate positions in the municipal service of Manila and in the provincial service shall be forwarded to the Board for attestation, but shall not require the approval of the Civil Governor: *And provided further*, That appointments made by the Civil Governor, by and with the advice and consent of the Philippine Commission, and appointments made to positions enumerated in paragraphs 2 and 3 of Rule II, shall not be required to be made on the form referred to herein and shall not require the attestation of the Board.

Appointments approved by Civil Governor, or heads of Departments.

Assignment of unclassified employees to classified positions not permissible.

2. No person appointed to any unclassified position shall be assigned to or employed in a position the duties of which are clerical, nor shall he be assigned to or employed in any other position in the classified service.

Permissible assignments within the classified service.

3. No person appointed to a position in the classified service shall, without the approval of the Civil Service Board, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made.

#### Rule XI.

##### OFFICIAL ROSTER OF EMPLOYEES.

Roster of all officers and employees kept by the Board.

The Board shall keep an official roster of all officers and employees in the civil service of the Philippine Islands, and for the purpose of this roster each head of a Bureau or Office shall

furnish to the Board the following information in such form and manner as it may prescribe:

1. A statement of all the positions and employments under his control and authority, setting forth, among other things, the names, designations, compensations, duties, dates of appointment or employment of all persons serving in such positions.

2. A statement, to be made on the first day of each month, of all changes, and the dates thereof, in the service under his control and authority, setting forth, among other things, the following:

The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service, the position to which an appointment or reinstatement is made, the position from which and the position to which a promotion or transfer is made, the position from which a separation is made, whether by removal, resignation, or death, the compensation of every position from which or to which a change is made, and all absences from any cause whatever.

### Rule XII.

#### PROHIBITIONS AND PENALTIES.

1. The willful violation by any person in the Philippine civil service of any of the provisions of the Civil Service Act or of these rules shall be considered good cause for the removal of such person from the service.

Dismissal for violation of act or rules.

2. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

Coercion.

3. No officer or employee in the Philippine civil service shall discharge, or promote, or degrade, or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.

No dismissal or change of grade or class for political reasons.

4. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his political or religious opinions or affiliations.

No disclosures of political or religious opinions of applicants, etc.

5. In making removals or reductions, or in imposing punishment for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

Penalties like in character.

6. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be received, filed, or considered by the Board, by any examining committee or special examiner, or by any nominating or appointing officer.

Recommendations that can not be received, filed, or considered.

7. No officer or employee shall undertake any private agency or engage in any private occupation in any manner connected with the exercise of his official duties.

Private employment in connection with official duties prohibited.

Commercial undertakings prohibited except with leave from head of Department.

8. No officer or employee shall engage in trade or be connected with any commercial undertaking without leave from the head of the Department or Office in which he may be serving. As a general rule, this prohibition will be absolute in the case of officers and employees whose remuneration is fixed on the assumption that their entire time is at the disposal of the Government.

### Rule XIII.

#### SALARY CLASSIFICATION.

Salary classification of employees.

The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:

CLASS 1. All persons receiving an annual salary of \$3,000 or more, or a compensation at the rate of \$3,000 or more per annum.

CLASS 2. All persons receiving an annual salary of \$2,750 or more, or a compensation at the rate of \$2,750 or more, but less than \$3,000 per annum.

CLASS 3. All persons receiving an annual salary of \$2,500 or more, or a compensation at the rate of \$2,500 or more, but less than \$2,750 per annum.

CLASS 4. All persons receiving an annual salary of \$2,250 or more, or a compensation at the rate of \$2,250 or more, but less than \$2,500 per annum.

CLASS 5. All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more, but less than \$2,250 per annum.

CLASS 6. All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 7. All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 8. All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 9. All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 10. All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS A. All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS B. All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS C. All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS D. All persons receiving an annual salary of \$600 or more, or a compensation at the rate of \$600 or more, but less than \$720 per annum.

CLASS E. All persons receiving an annual salary of \$540 or more, or a compensation at the rate of \$540 or more, but less than \$600 per annum.

CLASS F. All persons receiving an annual salary of \$480 or more, or a compensation at the rate of \$480 or more, but less than \$540 per annum.

CLASS G. All persons receiving an annual salary of \$420 or more, or a compensation at the rate of \$420 or more, but less than \$480 per annum.

CLASS H. All persons receiving an annual salary of \$360 or more, or a compensation at the rate of \$360 or more, but less than \$420 per annum.

CLASS I. All persons receiving an annual salary of \$300 or more, or a compensation at the rate of \$300 or more, but less than \$360 per annum.

CLASS J. All persons receiving an annual salary of \$240 or more, or a compensation at the rate of \$240 or more, but less than \$300 per annum.

CLASS K. All persons receiving an annual salary of less than \$240, or a compensation at the rate of less than \$240 per annum.

#### Special Rule.

##### GOVERNING EMPLOYMENT OF LABORERS.

The employment of laborers by the heads of Bureaus or Offices shall be subject to the following conditions: Employment of laborers.

1. They shall be employed according to priority in the filing of their applications for employment, after proper inquiry as to their capacity to labor, their habits of industry and sobriety, and their honesty. Conditions of employment.

2. No consideration whatever shall be given to the political or religious opinions or affiliations of applicants for such employment, and selections shall, as far as practicable, be confined to natives of the Islands.

3. Every applicant employed shall be required to take the oath of allegiance prescribed in section 16 of the Civil Service Act, and any laborer who is found to be disloyal to the United States of America as the supreme authority in these Islands shall be immediately discharged from the service.

4. Laborers who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, shall be furnished discharge cards certifying to such fact, and upon presenting such cards shall be preferred in subsequent employment as vacancies occur.

5. On the first day of each month the head of each Bureau or Office shall notify the Civil Service Board of the number of laborers employed, giving the rates of compensation. Monthly reports made to Board.

6. No person appointed or employed as a laborer shall be assigned to or perform the duties of any position in the classified service.

W.M. H. TAFT,  
Civil Governor.

MANILA, P. I., January 13, 1903.

**EXECUTIVE ORDERS.****OFFICE OF THE CIVIL GOVERNOR OF THE PHILIPPINE ISLANDS.**MANILA, P. I., *May 9, 1902.***EXECUTIVE ORDER }  
No. 84.**

I. In order to prevent confusion and establish uniformity of action upon the part of the heads of the various Bureaus and Offices of the Civil Government in the matter of reducing or discharging subordinate officials or employees, it is deemed advisable to call attention to the fact that under Act Numbered Twenty-five of the Commission the approval of the Civil Governor [or Secretary of Department] is a prerequisite to the discharge of any person in the classified service, and to prescribe the following regulations, which shall govern cases of this character:

(1) When the head of a Bureau or Office deems it necessary to recommend a subordinate official or employee for reduction in class or grade, he will in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and will prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired. Upon receipt of the reply of the person recommended for reduction, or the expiration of the period within which such reply should have been submitted, the head of the Bureau or Office will forward to the Civil Service Board a certified copy of the letter of notification and the reply, if any shall have been received, together with an appointment in accordance with the reduction recommended. These papers will be promptly forwarded to the Governor [or Secretary of Department] by the Board together with its recommendation in the case for final action.

(2) In case of proceedings to remove an official or employee for cause, the head of the office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest, that he is to be recommended for removal for cause, and the ground upon which such recommendation is based, at the same time prescribing a reasonable period within which a written answer and any desired evidence shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of same, will be forwarded to the Civil Service Board. If reply has been received, it will be similarly forwarded, with a certified copy of the notification mentioned, together with any other papers in the case. The Board will promptly forward, with comment and recommendation, all

the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected will be dropped from the rolls of his office as discharged on the day he was suspended, if such action shall have been taken by the head of the office to which he pertains; otherwise his discharge will be on the date of receipt by the head of the office in interest of the notification of approval by the Civil Governor [or Secretary of Department].

(3) Under no circumstances shall a Civil Government official or employee so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than, "For the good of the service."

II. In every instance of a tender of resignation by an official or employee occupying a position in the classified Philippine civil service, it shall be the duty of the officer authorized to act thereon, to accept or decline to accept the same in writing, and, if resignation be accepted, to clearly state the character of the services rendered by the person resigning and whether or not, in the light of present information, a possible future application for reinstatement would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a reply and such other evidence as he may elect in writing. When completed all the papers in the case will be forwarded to the Philippine Civil Service Board for file, except in case of objections to reinstatement, in which event the papers will be forwarded by the Board with its recommendation for review and final action. For obvious reasons no official or employee should be continued in the service who can not be recommended for reinstatement were he to resign.

III. Courtesy to the public, to private individuals or to Government officials or employees, drunkenness, dishonesty, chronic or flagrant neglect of duty, notoriously disgraceful or immoral conduct, pursuit of private business enterprise to the detriment of official duties, or incompetency, shall be considered reasons demanding proceedings to remove for cause. Any official who knowingly continues in the public service a person guilty of any of the above-named derelictions shall thereby render himself liable to removal from office for cause.

LUKE E. WRIGHT,  
*Acting Civil Governor.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
EXECUTIVE BUREAU.

MANILA, March 1, 1903.

EXECUTIVE ORDER }  
No. 4. }

Executive Order Numbered One hundred and twelve, dated December first, nineteen hundred and two, is amended to read as follows:

The following regulations shall govern the matter of leaves of absence granted under the provisions of Act Numbered Eighty to

all officials, including heads of Offices or Bureaus, and to all employees, filling appointive offices and positions of trust and employment under the Government of the Philippine Islands, and are hereby published for the information and guidance of all concerned in order that a uniform practice may obtain throughout the service. All orders heretofore issued from the office of the Military Governor and from this office relating thereto are hereby revoked.

I. Heads of Offices or Bureaus are directed to keep a systematic record, on a form provided for that purpose, of leaves of absence of all officers and employees connected with their Offices or Bureaus respectively, and to enter daily upon this record all absences from duty showing whether with leave, without leave, or on sick leave, and to forward to the Civil Service Board at the beginning of each month, on Form Three furnished by said Board, a statement of the absences of all officers and employees from any cause whatever during the preceding month.

II. In submitting statements of leaves of absence, preliminary to granting leave to officers and employees under the provisions of sections two and three of Act Numbered Eighty, all heads of Offices or Bureaus will forward a prompt and clear report through the Civil Service Board on a form prescribed by said Board showing all absences from duty, including therein the period or periods of leave, if any, previously enjoyed, and whether with leave, without leave, or on sick leave.

III. (a) Applications for accrued leave for a period of more than two days must be made in writing one week in advance, wherever possible, of the date on which the leave is desired to become effective, upon Form Numbered Thirty-nine, Philippine Civil Service Board, to the head of the Office or Bureau for recommendation and transmission through said Board to the proper executive officer authorized to exercise executive control as contemplated in Act Numbered Two hundred and twenty-two.

(b) Accrued leave of absence of an employee in the insular civil service shall be computed pro rata in accordance with the schedule contained in section two of Act Numbered Eighty. The leave of an employee accruing while he was connected with the Army or Navy shall be computed from the date of detail to civil duty; in the case of an officer, on the basis of the pay and allowance received by him during his detail; and in the case of an enlisted man, on the basis of the annual salary first received by him after discharge from the Army or Navy: *Provided*, That no time intervened between the time of such discharge and his appointment in the civil service, in which event no leave will be allowed during the period of his detail while connected with the Army or Navy.

(c) An employee who is separated from the civil service without prejudice (namely, without cause) may be given leave with pay and his name shall remain on the pay roll at the rate he is then receiving for a period equaling in money value the period of accrued leave estimated in accordance with the schedule provided in section two of Act Numbered Eighty.

(d) An employee who is granted leave for vacation purposes shall be given leave with pay at the rate he is then receiving for a period equaling in money value the period of accrued leave esti-

mated in accordance with the schedule provided in section two of Act Numbered Eighty; and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid schedule.

IV. (a) All applications for leave of absence on account of illness for a period of more than two days must be made on Form Numbered Forty, Philippine Civil Service Board, and transmitted as in the case of applications for accrued leave: *Provided*, That sick leave shall not be granted in advance.

(b) When it becomes necessary for an officer or an employee to avail himself of the provisions of section three of Act Numbered Eighty, notice must be sent immediately to the head of the Office or Bureau in which he is employed. Where an officer or an employee contemplates leaving the Islands on account of illness he must submit an application on Form Numbered Forty and a medical certificate on Form Numbered Forty-one described in paragraph (c) of this section. Permission to be absent may thus be obtained and the office record will show "absent with leave" each day until return to duty, which shall not be construed as sick leave unless satisfactory evidence of illness is furnished as required in paragraph (c) of this section.

(c) Within five days after return to duty from said leave of absence, the officer or employee shall file with the head of the Office or Bureau a statement in regard to his absence on account of illness (on Form Numbered Forty, if not previously filed), which must be made under oath before an officer in the Philippine Islands duly authorized to administer oaths, accompanied by a certificate made on Form Numbered Forty-one by the attending physician or physicians during the period of his illness. Said certificate or certificates shall give fully and specifically the name, nature, etiology, history, and description of each disease or disability from which the employee was suffering, the exact period or periods, giving dates, during which the physician writing the certificate treated him, the period or periods, if any, during which he was a patient in a hospital, and if not in a hospital the exact length of time the employee was actually confined to his house, and the length of time such disease wholly incapacitated him from performing the duties of his position. A duplicate copy of report of laboratory test or examination made in each case must accompany the medical certificate. In all cases the certificate of illness must be made by a reputable practicing physician or surgeon. A medical reexamination may be made and a report rendered thereon by a duly authorized medical examiner when so directed by the Civil Governor or by a Secretary of one of the Departments. If it shall be shown that the disease named was due to immoral or vicious habits, no allowance for leave on account of illness shall be made, but such leave shall be chargeable against unused accrued leave, and if in excess of accrued leave it shall be without pay, as no such cases will be regarded as meritorious. The physician must state whether or not there are any indications whatever that the disease named was due to immoral or vicious habits: *Provided*, That the physician before making a report or expressing an opinion, as required herein, shall state to the applicant that he will

not make any report whatever or submit a medical certificate if he formally withdraws his application for sick leave for the period of such illness, and substitutes therefor an application for accrued leave. If the evidence of illness submitted is satisfactory, sick leave will be granted with pay for the time during which such employee was incapacitated on account of such illness, provided that such period shall not exceed sixty days in any one calendar year.

V. Leaves of absence not exceeding two days may be granted in the discretion of the head of an Office or Bureau, and in case of illness without the certificate of an attending physician, but the applicant must certify that he was ill and unable to perform his official duties.

VI. Temporary and emergency employees are not entitled to the benefits of leaves of absence provided by any existing law or order.

VII. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service, and although definitely provided by law it is not an inherent right which may be recognized without due regard for the interests of the public service.

VIII. In computing periods of absence from duty, there is no authority of law for considering such absence on Saturday as less than one entire day, Saturday being a short day and not a half holiday.

IX. Officials and employees on leave of absence are required to report to the heads of their respective Offices or Bureaus at the end of each month by registered mail their post-office addresses for the ensuing month and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leaves of absence.

X. No official or employee holding a classified position in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted.

XI. All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Archipelago, make application to this office for transportation from San Francisco returning to Manila. In each such application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States will be stated. Subsequent communication regarding return transportation and prompt report of any change occurring in the applicant's post-office address will be directed by him to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, and a duplicate copy of each such communication mailed at the same time to the Executive Secretary, Manila.

WM. H. TAFT,  
*Civil Governor.*

**FORMS PRESCRIBED BY THE PHILIPPINE CIVIL SERVICE BOARD  
FOR THE USE OF HEADS OF BUREAUS AND OFFICES, OFFICERS  
AND EMPLOYEES, AND APPLICANTS FOR EXAMINATION.**

*Form No. 2. Application for examination* (English and Spanish).—To be filed by applicants for examination with a view to appointment to clerical, professional, or technical positions.

*Form No. 3. Monthly report of changes and absences of officers and employees* (English only).—To be forwarded to the Civil Service Board on the first of every month by the head of each Bureau or Office, giving all changes and absences for the preceding month. The provincial board will render this report for the province, the officers and employees under all the provincial officers (governor, treasurer, etc.) being included in one report.

*Form No. 7. Request for transfer* (English only).—To be used by heads of Bureaus and Offices in requesting the transfer of an employee from one classified position to another.

*Form No. 8. Request for certification for reinstatement* (English only).—To be used by heads of Bureaus and Offices in requesting the reinstatement of a person who has served more than six months in a position classified under the Civil Service Act and Rules.

*Form No. 9. Request for certification for original appointment* (English only).—To be used by the heads of Bureaus and Offices in requesting a certification from the Board's registers of names of persons eligible to appointment to a classified position.

*Form No. 18. Report of selection for appointment* (English only).—To be used by heads of Bureaus and Offices in reporting the selection or selections for appointment made from certification of names furnished by the Board in response to request on Form No. 9.

*Form No. 32. Oath of office* (English only).—To be executed by the appointee on the date of entry into the position to which promoted, reduced, transferred, reinstated, or originally appointed.

*Form No. 33. Appointment* (English only).—To be forwarded to the Board by the heads of Bureaus and Offices for every appointment in the classified service, whether by promotion, reduction, transfer, reinstatement, or original appointment. This form is not to be forwarded until the appointee has entered upon the performance of his duties; the date of such entry will be the date the appointment is to take effect. The character of the appointment is to be stated in the last blank line, e. g., "Transfer from the ..... Bureau at \$900;" "Reinstatement;" "Probational appointment;" "Promotion from \$720." Form No. 33 is not to be used in appointing a person to any unclassified position or in cases of temporary or emergency employment. (See Civil Service Rule X.)

*Form No. 35. Application for the trades and skilled occupations* (English and Spanish).—To be used by applicants for the trades and skilled occupations. In most cases the examination consists wholly of the evidence of experience, training, character as workman, age, and physical condition contained in this form. In other cases, additional elements, consisting of practical questions,

or the second or third grade examination, are added to the above.

*Form No. 39. Application for accrued leave of absence (English only).*—To be filed by the officer or employee one week in advance, wherever possible, of the date on which the accrued leave requested is desired to become effective. The first indorsement on this form, containing the service record and report of previous absences on accrued and sick leave, should be completely filled by the head of the Bureau or Office, and the application promptly forwarded to the Board. This form is not to be used where the accrued leave requested is for two days or less.

*Form No. 40. Application for leave of absence on account of illness (English only).*—To be filed by the officer or employee one week in advance, wherever possible, of the date on which he intends to leave the Islands, and within five days after return to duty from absence on account of illness in every case, whether or not the applicant has been absent from the Islands and has previously filed Forms No. 40 and 41. The first indorsement on Form No. 40 should be completely filled by the head of the Office or Bureau, and the application promptly forwarded to the Board. This form is not to be used where the sick leave requested is for two days or less.

*Form No. 41. Medical certificate (English only).*—Form No. 40, filed within five days after return to duty from absence on account of illness, must always be accompanied by Form No. 41, completely executed by the physician or physicians who were in actual attendance upon the applicant for the whole of the period or periods for which sick leave is requested. Form No. 41 must also accompany every application on Form No. 40 for permission to leave the Islands on account of illness.

*Form No. 47. Application for examination—supplementary certificate for professional, scientific, or technical positions (English only).*—To be filed by all applicants for examination with a view to appointment to professional, scientific, or technical positions, as a supplement to Form No. 2, which must also be filed by them.

NOTE.—The above forms are furnished by the Civil Service Board on request, and should always be ordered by form number. Provincial officers should telegraph their orders when necessary.

**GENERAL REGULATIONS GOVERNING PROMOTIONS  
BY COMPETITIVE EXAMINATIONS.**

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1. In pursuance of the requirements of section 6 of the Civil Service Act and in conformity with Civil Service Rule IX approved and promulgated by the Civil Governor January 13, 1903, the following regulations governing promotions through competitive examination in the Philippine civil service are hereby prescribed by the Civil Service Board:

2. No person shall be promoted as a result of competitive promotion examination until after the expiration of his probational appointment.

3. In examinations for promotion, a suitable weight shall be given to a knowledge of both the English and the Spanish languages or to a knowledge of the English language and one or more of the native languages, whenever in the opinion of the Board a knowledge of such languages is useful in the position to which promotion is sought. The object of this rule is to give preferment in examinations for promotions, other things being equal, to employees who speak the Spanish language, or any of the native languages, and who have increased their efficiency and usefulness by acquiring a knowledge of the English language; and also to give preferment in examinations for promotion, other things being equal, to employees who speak the English language and who have increased their efficiency and usefulness by acquiring a knowledge of the Spanish language or any of the native languages.

4. Examinations for promotions shall be held at such times as in the opinion of the Board the needs of the service shall require. Due notice of such examinations shall be posted in the office of the Board and in the Bureaus and Offices in which promotion examinations are to be held, specifying the date and character of the examinations and stating who are eligible therefor.

5. Each competitor in an examination for promotion shall be rated on a scale of 100, and a competitor who fails to attain an average percentage of 70 in the entire examination or who is rated below 70 in efficiency, shall not be eligible for promotion. A competitor who makes less than an average percentage of 60 on the subjects of the examination other than efficiency shall not be given the benefit of his efficiency rating in determining his average percentage in the whole examination.

6. There shall be kept in the office of the Civil Service Board registers of persons eligible for promotion in each Bureau, Office, or branch of the service for which examinations are held, showing the rating or standing of each person examined.

7. All vacancies above those in the lowest class of any grade, if not filled by reinstatement, transfer, or reduction, shall be filled by promotion from the next lower class, subject to the provisions of Rules II, IX, and X of the Civil Service Rules. When

a vacancy occurs in any class in a Bureau, Office, or branch of the service, the Board shall certify for promotion the highest three eligibles, or two if there be not so many as three eligibles, in the next lower class in said Bureau, Office, or branch of the service, and from this certification selection shall be made by the appointing or nominating officer: *Provided*, That if it be found that there are not two persons eligible for promotion in the class next below that in which the vacancy exists, or if a vacancy occurs in a position requiring exceptional or technical qualifications not possessed by any eligible in the next lower class, then the Board, after such tests of fitness as it may prescribe, shall certify to the appointing officer from the highest class or classes in which such persons are serving, the names of three persons, if there are so many, having the required qualifications who are rated highest, or but one person if there are no more in the Bureau, Office, or branch of the service.

8. In certifying for promotion, when two or more eligibles have the same percentage, precedence in certification shall be determined by length of service.

**REGULATIONS GOVERNING PROMOTIONS IN THE UNIFORMED POLICE FORCE OF THE CITY OF MANILA.**

I. All promotions in the uniformed police force of the city of Manila shall be made in accordance with the provisions of Rule IX of the Civil Service Rules, the general regulations covering promotions adopted by the Civil Service Board, and these regulations.

II. 1. Eligibility for promotion shall be determined by promotion examinations, which shall consist of the following subjects and weights:

SUBJECTS.	Weights.
1. Practical questions .....	40
2. Efficiency or ascertained merit.....	40
3. Length of service.....	20
 Total.....	 100

2. In determining the rating of efficiency or ascertained merit, the following elements shall be taken into consideration, namely: Sobriety, deportment, conduct, fidelity, bravery, general character, punctuality, absences with sick leave or without leave and causes thereof, physical condition—including energy, activity, and endurance—judgment, ability, fitness and adaptability, fines and penalties, neatness of appearance, knowledge of English, Spanish, and Tagalog languages; executive and administrative ability to be considered in promotion to the higher grades only.

3. Practical questions will cover peace officers' duties, knowledge of duties of grade occupied and to which promotion is sought, city ordinances, police regulations, general knowledge of circulars and general orders, location of streets and buildings, etc.

III. The Board of Promotion, hereinafter provided for, shall keep a record of the efficiency of all members of the uniformed police force, below the grade of captain, on a form agreed upon by the Civil Service Board in consultation with the Chief of

Police. The Civil Service Board, after consultation with the Chief of Police, shall designate three members of the police force, consisting of three officers above the grade of lieutenant, who shall constitute a board of promotion for the purpose of carrying out the promotion regulations: *Provided*, That the Civil Service Board shall constitute the board of promotion for promotions above the grade of captain. If an employee questions his efficiency rating, he may appeal in writing to the board of promotion. Such appeal, together with a full report and recommendation in the case, shall be forwarded to the Civil Service Board for final decision.

(Attention is invited to the provisions of sections 13, 14, and 15 of the Civil Service Act, and of Rule IX of the Civil Service Rules.)



## THE PHILIPPINE CIVIL SERVICE AND MERIT SYSTEM.

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By WILLIAM S. WASHBURN, *Chairman Philippine Civil Service Board.*

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The act providing for the merit-system method of making appointments in the civil service of the Philippine Islands was adopted *pari passu* with the inauguration of civil government. It was a notable and unique event. The application of the system in the United States—Federal, State, and municipal—grew out of the abuses of the so-called “spoils system.” It was a “reform” measure and received legal sanction through legislative enactment only after the lapse of one hundred years of national existence. The development of civil government in the Philippine Islands, so far as the selection of civil employees is concerned, has been remarkably free from those evils which attended the growth of civil government at home.

It is not the purpose of this article to discuss the merit system as an abstract principle, but rather to present it concretely with the outlines of the Philippine Civil Government as a classified service developing under the provisions of the Civil Service Act. Governor Taft and his coadjutors of the United States Philippine Commission clearly saw the advantages of the early adoption of the merit principle of appointment and forthwith wisely applied it.

The Philippine civil-service law was one of the first enactments of the Commission. The bill, Act No. 5, was passed September 19, 1900, nineteen days after the organization of the Commission, and went into effect on that date. The following official expression of the Philippine Commission appears in its report to the Secretary of War:

“The civil-service law has been in operation since our last report, and we see no reason to change our conclusion as to the absolute necessity for its existence and strict enforcement. Without this law American government in these Islands is, in our opinion, foredoomed to humiliating failure. Even if all its provisions are enforced, it is likely to be very difficult to secure and keep in the service honest, competent Americans who will enter into the spirit of the missionary task involved in the successful government of these Islands.”

The wisdom of adopting at the outset an impersonal and just method of selection of civil employees is now apparent to all. It was a prime necessity. The herculean task set for the Philippine Commission excluded the possibility of giving personal attention to the matter of determining by adequate tests of fitness the qualifications of applicants seeking appointment in the civil service. It required prodigies of labor to construct a civil government adapted to new conditions and yet be in accord with the spirit and form of the Government of the United States. Men of ability, fidelity, and zeal were needed to assist in the work of government.

The Civil Service Act represents the Commission’s method whereby impersonal selection of competent persons needed for Government service is being made. It has not only directly aided the Philippine Commission in accomplishing the

tremendous task imposed upon it but also indirectly, by introducing in concrete form the democratic principle of home rule and participation in local self-government. The introduction of this principle was by the authority of the President of the United States, under whose authority government—both civil and military—in the Philippine Islands had its existence. The very fact that no nation has ever applied a similar principle under similar circumstances emphasizes the magnanimity, greatness, and exalted purposes of the American nation.

The operation of the merit system in the Philippine Islands has excluded political buccaneering and all forms of "influence" usually attendant upon the "spoils system." The civil-service law harmonizes with enactments of the Commission giving the Filipino people a larger measure of true liberty (absence of oppression with presence of restraint) than they have ever before enjoyed and granting to them the opportunity for participation in Government affairs. The township system in the United States is an example of local self-government, yet all the inhabitants thereof are subject to the laws of State and nation. So in the Philippines the law provided in the Municipal Code, Act No. 82 of the United States Philippine Commission, gives to the inhabitants of a municipality—except the city of Manila, the government of which is provided for in a distinct act known as the Manila Charter—local self-government, participation in which is wholly Filipino. The Provincial Government Act, Act No. 83 of the Commission, provides a liberal form of government for the provinces, participation in which is largely Filipino. It is democratic in principle in that the office of governor is elective and the remaining offices and positions, except that of fiscal, are required to be filled through open competitive examination under the provisions of the Civil Service Act. Nevertheless a thorough knowledge of the English language is prerequisite to the appointment of provincial supervisors (who must be trained civil engineers) and provincial treasurers (who must be trained in financial matters).

The number of Americans and Filipinos connected with the central departmental service and the municipal service of Manila are about equal, but the majority of the higher and more responsible positions are filled by Americans for obvious reasons. However, three of the members of the United States Philippine Commission, the Chief Justice and several judges, and several heads of Bureaus are Filipinos. The positions of judge and justice of the peace and a few positions, confidential, technical, or professional, are excepted from examination and certification by the Civil Service Board. All other civil positions, except that of laborer, are in the classified civil service of the Philippine Islands.

Although the Philippine Commission began the work of civil government in a legislative capacity in 1900, yet, properly speaking, civil government in the Philippine Islands was not fully established and did not predominate in the pacified provinces until July 4, 1901, when Hon. William H. Taft, President and member of the Commission, took the oath of office as Civil Governor, to which responsible and trying position he had been called by direction of the President of the United States. On September 1, 1901, three Filipino members, viz, Sr. D. Benito Legarda, Sr. D. José Luzuriaga, and Sr. D. T. H. Pardo de Tavera, were added to the Commission, and at the same time the official duties of the four original members of the Commission, viz, Hon. Luke E. Wright, Hon. Dean C. Worcester, Hon. Henry C. Ide, and Hon. Bernard Moses, were increased by their appointment as Secretaries of the four Executive Departments then created, each charged with the executive control of certain Bureaus and Offices. In this capacity their relations to the Civil Governor are similar to those of Cabinet officers to the President of the United States. New Bureaus have been organized from time to time until now there are about forty, all attached to the four Executive Departments, except the office of the Executive Secretary, the Bureau of the Insular

Purchasing Agent, the Office of the Improvement of the Port of Manila, and the Philippine Civil Service Board, which are under the executive control of the Civil Governor.

The legislative body is composed of the members of the Philippine Commission, of which the Civil Governor is president.

The judiciary is vested in a Supreme Court of seven judges, Courts of First Instance presided over by a judge, one for each of the twelve judicial districts into which the Archipelago is divided for this purpose, and a municipal court of the city of Manila presided over by a municipal judge. Justices of the peace are appointed for each municipality throughout the Islands. Clerks of court and other employees connected with the courts are appointed under the restrictions and provisions of the Civil Service Act.

The spirit and form of the Government organization is intended to operate in the interests of the Filipinos. It is a government distinctly for the Filipinos. Not only are they invited to participate in government affairs, but their interests are carefully guarded by laws intended to protect them from those whose greed for gain might infringe upon their personal rights or property interests.

Several distinctive and characteristic features of the Philippine Civil Service Act differentiate it from the United States Civil Service Act. The municipal service of the city of Manila is classified, and vacancies occurring in the positions of heads and assistant heads of offices and of superintendents and in subordinate positions are filled in accordance with the provisions of the Civil Service Act. The absence of the corrupting influences of politics from municipal affairs in Manila renders a business administration possible and secures freedom from scandal and corruption.

In making selections from the list of eligibles furnished by the Civil Service Board, appointing officers are required, where other qualifications are equal, to prefer, first, natives of the Philippine Islands; second, honorably discharged soldiers, sailors, and marines of the United States Army or Navy.

Applicants may be examined either in the English or in the Spanish language, but applicants who are citizens of the United States are tested in the Spanish language, and those who are natives of the Philippine Islands are tested in the English language whenever, in the opinion of the Board, a knowledge of both languages is essential to the efficient discharge of the duties of the position sought. The effect of this provision of the law stimulates the attainment of the Spanish language by English-speaking applicants and of the English language by Spanish-speaking applicants. The general examination requirements of the Board have led to the opening of night schools devoted to preparing Filipinos for examinations, which have markedly stimulated effort in educational matters.

The law not only required all who entered the service subsequent to the passage of the act to pass examinations, but it also provided for the examination of those who entered upon civil duties prior to the passage of the act. Many incompetent persons were thus weeded out of the service and the standard of efficiency was thereby raised.

The Board is authorized to investigate and report upon all matters relating to the enforcement of the act, and for this purpose is empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

The Board is required to notify the disbursing officer and the Auditor whenever it finds that a person is illegally holding a position in the service, and such notice effectually stops payment of salary.

Under the provisions of the Civil Service Act, soliciting or receiving a political contribution from officials or employees by any person in a public building or *out of it* is prohibited, subjecting the violator to fine or imprisonment, or both.

By the operation of the civil-service law many distinct gains to the service are evident, among which the following may be noted:

1. There is freedom from the cankering and corroding evils of political, religious, and personal influences.

2. The executive and the legislative body are relieved from importunity and are thus unhindered in the performance of the important and responsible duties of their high offices.

3. The classified civil service is practically coextensive with the civil service of the Philippine Islands, appointments to which are based solely on merit as the vitalizing, predominating influence. The law provides for filling by promotion vacancies in all the higher grades, including nearly all the heads of Bureaus and Offices. This opens wide the door of opportunity and is an incentive to well-equipped young men to seek to enter the public service in the same spirit as one enters a profession, with a view to making it a life work and of reaching the highest and most responsible official positions by deserved promotion.

4. The establishment and maintenance of an efficient and honest civil service is not merely an ideal to be hoped for. It is an accomplished fact, an actuality, a realization, in all the executive branches of the Government of the Philippine Islands, central, departmental, and provincial, and in the city of Manila.

5. It furnishes a practical demonstration of the beneficent and exalted purposes of the United States Government, teaching the Filipinos the true principles of and encouraging their participation in that form of government which brings the greatest good to the greatest number.

Original appointments to the heads of Bureaus and Offices were made with reference to the peculiar fitness for the work to be done of each person so appointed. Many excellent men who came to the Islands as volunteers in the military service, on being separated therefrom by expiration of term of service, sought entrance to the civil service. Those who possessed marked ability and adaptability were selected to assist in the work of government. Only persons possessing special qualifications have been brought from the United States. Appointees have in most cases performed important duties with marked ability, zeal, and earnestness. The Civil Commission has built wisely and well and in every act touching appointments to the service has exemplified the merit system.

It has been the constant study of the Board, in the examining feature of its work, to give appropriate and practical tests of fitness for appointment. To do this requires an accurate knowledge of the duties of the various positions and classes of work. The examiner must be fully competent to prepare an examination practically adapted to test the fitness of applicants for a particular position. Reliance is rarely placed on scholastic tests alone. Examiners are expected to observe applicants closely. Personal contact and inquiry bring to light evidences of fitness or unfitness not ordinarily discoverable by routine methods. The mere physical presence of an applicant or competitor sometimes reveals elements of unfitness, moral or physical, growing out of vicious habits. All subjects of inquiry are legitimate which affect an applicant's fitness for the public service. Inebriety and immorality, producing physical disability and inefficiency, are demoralizing influences in the public service both at home and abroad, but they are grim destroyers in a tropical, debilitating climate. The nature, scope, and form of inquiry outlined in the Board's forms of application furnish ample evidence for comparative ratings as to education, training, and experience, an important subject in most examinations. Appropriate practical questions or tests relating to the duties of the position sought constitute another important subject of the Board's examinations. These, together with subjects selected to test general intelligence, present evidences of fitness on which reliable, comparative, general ratings are obtained. Practically adapted scholastic examinations are appropriate when the nature of

the work is scientific, technical, or professional. Every examination is absolutely impartial in character. By such methods as outlined above, applicants unfit for the public service morally, mentally, or physically are found to be ineligible and those best fitted are placed highest on the registers, entitling them to the first certification and appointment.

The following comparative data showing the results of some of the examinations held by the Board indicate fairly well the attainments of the Filipino. These results show not only his general intelligence and fitness for the civil service, but also the character of his education and training in the schools.

Examination.	Per cent of eligibles (those who obtained 70 per cent or over).	
	English.	Spanish.
Department assistant	42	
First-grade clerk	52	26
Second-grade clerk	71	44
Third-grade clerk		58
Bookkeeper	52	6
Translator	38	12
Interpreter	61	63
Stenographer	31	
Typewriter	40	6
Junior typewriter		53
Civil engineer	64	
Law clerk	100	80
Clerk of court	67	44
Medical positions	74	42
Drafting	67	11
Copyist of drawings		84

The Filipino's education has not been such as to enable him to compete successfully in the examination for department assistant, which covers a rather wide field of knowledge, or in the examination for stenographer or for civil engineer. It will be noticed, however, that the results of examinations in law and medicine and as copyist of drawings are very creditable. More attention has apparently been given to the professions of law and medicine than to scientific and technical instruction. The Filipino apparently has not received satisfactory training along industrial lines; that is, the trades and skilled occupations. It is difficult to find in the Islands persons competent to fill this class of positions. Although but 6 per cent passed the regular typewriting examination, 53 per cent became eligible and have been appointed from the junior typewriter (second-grade) examination. Appointments are made from the third-grade examination not only to the lower clerical positions but also to many other subordinate positions in the service.

The Filipino excels in the use of the pen. His penmanship is excellent, and his work is very satisfactory as a copyist, both in ordinary clerical work and as a tracer or copyist of drawings, mechanical, topographical, or architectural. He has not, however, had sufficient training and education to enable him to do satisfactory work in drafting where the nature of the work is in any sense original or constructive.

There are some features of the English civil service that may be studied profitably, and the adoption of which would be advantageous to the civil service of the Philippines.

The officials of the Straits Settlements, of Ceylon, and of the Federated Malay States receive their appointments through promotion. In some instances it has been more than thirty years since their entrance to the service.

It is worthy of note that the British plan of appointing officials is the result of a uniform method of entrance into the service and subsequent promotion. As a result of open competitive examinations held in Great Britain, young men,

thoroughly educated, are selected as cadets at a salary of \$1,500, local currency (equivalent to about \$700, United States currency), per annum and quarters. After appointment examinations are required half yearly in Malay, Tamil, Chinese, etc. After three years of service and after having passed one of these examinations, appointees receive a promotion of about \$300, local currency, and after further examination and service of about three years they are eligible to another like advance. Further promotions to higher classes are made from time to time as ability and good conduct warrant.

It is only after many years and a broad experience that men in the English civil service are appointed to the most responsible positions, but when so appointed they are fully equipped for the work which they are expected to do. The cadets enter the service as a profession and with the intention of making it a life work. A liberal leave of absence is allowed for recuperation and vacation purposes. At the end of ten years, if retired on account of physical disability, a pension is provided equal to fifteen-sixtieths of the annual salary. This pension may be increased by increments of one-sixtieth for each year up to thirty-five years of service, and a person may retire voluntarily at the age of 55 on a pension proportioned in the above manner to the number of years of his service. The salaries paid officials in all branches of the service of the Straits Settlements are generally lower than those paid in the Philippine civil service. In this connection, however, it is only just to state that the population and extent of the territory under British control, and the expenses of living, are less than in the Philippines, while the difficulty of the problems to be solved is not so great. The salaries paid to natives who fill the lower-grade positions in the civil service of the Philippine Islands are three and four times as great as the salaries paid to natives in similar classes of work in the civil service of the British Malay colonies.

A study of the colonial civil service of the Dutch in the islands of Java and Madura gives us somewhat different results. As with the English, so with the Dutch, colonial government in the East is no longer an experiment, but is the product of years of gradual evolution. Government schools have been conducted at Delft, Holland, and at Batavia, in Java, for the purpose of training young men especially for the Indian civil service. The examinations for the majority of positions demand a knowledge of the High Malay language, manners and customs of the Javanese people, history of the colonies, etc.

There is little doubt that a knowledge of the language of a country is a most practical and valuable equipment of the foreigner appointed to act therein as the representative of his Government. This requirement of the English and the Dutch has undoubtedly borne fruit. The missionary well knows that he can not reach a strange people without being able to converse with them in their mother tongue. There can not otherwise be that "fellow-feeling which makes the whole world kin" between races so widely separated in language and geographical position as the people of the United States and those of the Philippine Islands. As an element of fitness for the Philippine service a knowledge of the local dialects is advantageous, but not, as in the British and Dutch possessions, essential, for it must be borne in mind that one of the purposes of the United States is to teach the Filipinos the world-wide English language. The accomplishment of this purpose will not be realized at once. It is therefore believed that the acquirement of some of the native dialects by civil officers and employees will enable the Government to make much more rapid progress in the early years of its control.

The matter of salaries is peculiarly interesting. The comparison made above of the compensations received by the high officials in the civil service of the English colonies and in the Philippines does not hold good when applied to the Dutch in Java. In fact, the salary of the Governor-General of Java is somewhat

remarkable in contrast with that of the Civil Governor of the Philippines. As is well known, the latter receives \$20,000, while the salary of the Governor-General of Java amounts to 132,000 gulden or something over \$53,000. The American official is given, in addition, free transportation on all official investigations and free use of the Governor's palace, but not the cost of maintenance. On the other hand, the Dutch governor is granted 51,000 gulden (about \$21,500) as personal and household expenses and travel pay.

The general secretary of the Government receives 24,000 gulden (\$9,648), as compared with the Executive Secretary of the Philippine Government, whose salary is \$7,500. The seven heads of departments in the Javanese service each receives a like compensation of 24,000 gulden. The Raad, or Council, of the Dutch colonial government is composed of a vice-president and four members—the former receiving about \$14,500, the latter slightly over \$11,500 each. In the Philippine Government the executive functions of heads of Departments are exercised by four members of the legislative body, each of whom receives \$10,500 for his executive services and \$5,000 for his legislative duties. Without going further into detail, the conclusion is evident that all officials of high rank are much better paid in the Dutch service. When a comparison is made between the chief clerks and other office employees of middle grades—not natives—the salaries are seen to be about the same in the two countries.

All natives in positions of lower grades, however, in the Philippine Islands fare better than their Malay brethren, either in the Straits Settlements or in the East Indies. This is a fact of the greatest importance, indicating as it does the different underlying purpose and idea in the colonial policies of the European and American nations. The Dutch and the English have acquired their possessions primarily for commercial expansion. It is the policy, more especially of the Dutch, to interfere with the customs and internal administration of the natives as little as possible. They are there chiefly to build up a home trade, not to elevate a lower race. As has been remarked in the first part of this article, such is not the purpose of the United States Government in the Philippine Islands. The spirit that animates the work now being carried on by the Commission is philanthropic and grants the Filipino every advantage and promotion compatible with his intelligence and efficiency.

Such a policy has as yet been untried with a tropical people, but in the details of its fulfillment the United States can learn much from its more experienced neighbors.

The stability existing in the civil service of the English and Dutch colonial possessions is essential to good government. No government can expect the maximum in efficiency in its civil service without stability therein. The service must have a high character and the principle of promotion to the highest positions must be observed to attract the best men. It is possible to establish a civil service in the Philippines, as a branch of governmental administration, in which an American, in this service or out of it, shall feel the same pardonable pride as does the American citizen in the military or naval service of the United States. The purpose of the merit system, already faithfully translated into action in the Philippine Islands, finds approval in the "message" of the President to Congress: "It is important that this system be observed at home, but it is more important that it be rigidly enforced in our insular possessions."

W. S. WASHBURN,  
*Chairman, Civil Service Board.*

**EXCERPT FROM MINUTES OF THE COMMISSION, JUNE 1, 1903.**

On motion, *Resolved*, That it be declared the policy of the Commission to make the town of Baguio, in the Province of Benguet, the summer capital of the Archipelago and to construct suitable buildings, to secure suitable transportation, to secure proper water supply, and to make residence in Baguio possible for all of the officers and employees of the Insular Government for four months during the year; that in pursuance of this purpose the Secretary of the Interior, the Consulting Engineer to the Commission, the Chief of the Bureau of Architecture, and Major L. W. V. Kennon, United States Army, whom it is the intention of the Commission to put in actual charge of the improvements in Benguet Province, including the construction of the Benguet Road, the erection of the buildings, and the construction of a wagon road from Naguilian, be appointed a committee to report plans and estimates to the Commission for the proposed improvements in the Province of Benguet, and to submit same to the Commission for action and necessary appropriation; and

*Be it further resolved*, That steps should be immediately taken looking to the increase of the capacity of the Sanitarium by at least twenty rooms, to the construction of seven more cottages on the grounds of the Sanitarium, to the construction of a Governor's residence on the site overlooking the big spring which is the source of the Bued River immediately south of the Sanitarium proper, to the construction of an administration building sufficient for the Commission, the Commission's staff, and the Executive Bureau, of at least twenty-five rooms, and to the making of a plan for the town site for the municipality of Baguio; but that the details of construction and improvements, with such variations from the indicated plan as may seem wise, shall be left to the committee appointed under the previous resolution.

On motion, *Resolved*, That it is of the utmost importance that railway communication should be made between Baguio and Dagupan, and, therefore, that the Secretary of Commerce and Police be, and is hereby, authorized at once to open communication with capitalists for the purpose of ascertaining upon what terms such a road will be constructed by private capital, and that in such communications he is authorized to state that the bed of the Benguet Road from Dagupan to Pozurrubio and thence to Baguio would be available for the use of such railroad; that he is authorized to state that a sufficient concession of water rights in the Bued River to furnish electrical power for the operation of the railroad will be granted to the company constructing and operating such a road; and

*Be it further resolved*, That it is the declared policy of the Commission, if capitalists are not willing to undertake the construction and operation of this road on a fair basis, to construct the road as a Government enterprise and to operate it under Government auspices.

## EXAMINATIONS AND APPOINTMENTS.

The following table shows the results of all examinations (noneducational examinations excepted) held by the Board from October 1, 1901, to October 1, 1902:

	Examinations.			For original appointment.		For promotion or transfer.		Total examined.
	Number passed.	Number failed.	Total examined.	Number passed.	Number failed.	Total examined.		
<i>Held in Manila.</i>								
(1) Additional deputy collector, Custom-House	1		1					1
(2) Agricultural explorer	5	14	19					19
(3) Appraiser, Custom-House				2		2	2	2
(4) Bacteriologist, assistant	2		2					2
(5) Boarding officer, Custom-House				3		3	3	3
(6) Bookbinder	3		3					3
(6) Encuadernador	1	1	2					2
(7) Bookkeeper	16	15	31	2		2	33	33
(7) Tenedor de libros		1	1					1
(8) Cashier, Treasurer's office				1	1	2	2	2
(9) Chemist, organic	1		1					1
(9) Químico				1		1	1	1
(10) City Assessor and Collector						1	1	1
(11) Clerk, Board of Health	3	1	4					4
(12) Clerk of court	4	1	5			1	1	6
(12) Escribano		4	9	13	1		1	14
(13) Clerk, first grade	131	110	241	102	112	214	455	
(13) Primer grado	20	50	70	6	20	26	96	
(14) Clerk, second grade	192	78	270	2	2	4	274	
(14) Segundo grado	87	180	267	78	74	147	414	
(15) Commissary clerk	1		1					1
(16) Composer								12
(16) Cajista	12		12					12
(17) Deputy Surveyor, Custom-House						1	1	1
(18) Director of Experiment Station					1		1	1
(19) Director of Serum Institute					1		1	1
(20) Draftsman, architectural	1	1	2					2
(21) Draftsman, mechanical	3		3					3
(22) Draftsman, topographical	1		1					1
(23) Driver, Fire Department	27	5	32	2		2	34	
(24) Electrician, Chief	3	2	5					5
(25) Electrician, City	4	3	7					7
(26) Electrotype finisher	1		1					1
(27) Engineer, Chief	1		1					1
(28) Engineer, Chief, Fire Department	2	1	3					3
(29) Engineer, Ice Plant		3	3	2		2	5	
(30) Engineer, mechanical	1		1					1
(31) Engineer, sanitary	1		1					1
(32) Engineer, steam	5	6	11					11
(33) Extra observer, Coast and Geodetic Survey	3		3					3
(34) Fiber expert	1		1					1
(35) Foreman	1		1					1
(36) Foreman, press room	1		1					1
(37) Foreman and superintendent of lumber yard	1		1					1
(38) Geologist			1	1				1
(39) Harbor master					1		1	1
(40) Inspector, Assistant forestry	1		1					1
(41) Inspector, Chief sanitary	41	17	58					58
(41) Jefe Inspector sanitario	21	25	46	1		1	47	
(42) Inspector, medical	13	3	16					16

	Examinations.			For original appointment.		For promotion or transfer.		Total examined.
	Number passed.	Number failed.	Total examined.	Number passed.	Number failed.	Total examined.		
<i>Held in Manila—Continued.</i>								
(42) Inspector médico				1		1	1	1
(43) Inspector, street	1	1	2	1		1	3	
(43) Inspector de caminos	2		2	1	1	-	4	
(44) Inspector, timber	1		1				1	
(45) Interpreter	10	10	20	4	1	5	25	
(45) Intérprete	6	4	10	3		3	13	
(46) Interpreter, junior	9	1	10	1	1	2	12	
(46) Interprete auxiliar	13	17	30		2	2	32	
(47) Laboratory assistant	1		1				1	
(48) Law clerk	1		1				1	
(48) Empleado judicial	4	1	5				5	
(49) Lineman	2		2				2	
(49) Inspector de hilos eléctricos		2	2				2	
(50) Mineralogist		1	1				1	
(51) Pharmacist (dispensing clerk)	9	2	11				11	
(51) Farmacéutico	2	1	3				3	
(52) Photo-engraver	1		1				1	
(52) Fotograbador		2	2				2	
(53) Patrolman, Police Department	74	26	100				100	
(58) Policia, Police Department	84	41	125	30	6	36	36	125
(64) Roundsman, Police Department				7	4	11	11	
(54) Cabo, Police Department				10	1	11	11	
(55) Sergeant, Police Department				3	1	4	4	
(55) Sargento, Police Department				9		9	9	
(56) Lieutenant, Police Department				1		1	1	
(56) Teniente, Police Department				2	1	3	3	
(57) Captain, Police Department				2	1	3	3	
(58) Assistant inspector, Police Department				1		1	1	
(59) Inspector, Police Department				1		1	1	
(60) Post-office clerk	42	37	79	2	2	4	83	
(61) Prison guard, Bilibid	54	26	80	1		1	81	
(61) Guardia de prisión, Bilibid		4	4				4	
(62) Property clerk	4	5	9				9	
(63) Provincial Supervisor (Jr. Civ. Eng.)	7	4	11				11	
(63) Ingeniero civil auxiliar		4	4				4	
(64) Provincial Treasurer	5	2	7	1		1	8	
(65) Sugar culturist	1		1				1	
(66) Stenographer	7	17	24				24	
(67) Stereopter	1		1				1	
(68) Superintendent, Free delivery, P. O.				4		4	4	
(69) Superintendent, Money order, P. O.				4		4	4	
(70) Superintendent of pail system	8	1	9				9	
(71) Superintendent of San Lazaro Hospital	3	4	7				7	
(72) Superintendent of streets, assistant	1		1				1	
(72) Superintendente auxiliar de calles	3		3				3	
(73) Textile appraiser		1	1	1		1	2	
(74) Translator	3	12	15	2	2	4	19	
(74) Traductor	2	8	10	1		1	11	
(75) Translator, junior		7	7				7	
(75) Traductor auxiliar	3	6	9				9	
(76) Typewriter	14	31	45		1	1	46	
(76) Escribiente á máquina	1	1	2		1	1	3	
(77) Veterinary surgeon	2		2				2	
(78) Apuntador	1	1	2				2	
(79) Bombero		1	1				1	
(80) Cajista auxiliar	11	4	15				15	
(81) Calculista	1	2	3				3	
(82) Cartero	34	118	152				152	
(83) Delineante anatómico	7		7				7	
(84) Delineante arquitectónico	2	10	12				12	
(85) Delineante auxiliar	5	1	6				6	
(86) Delineante mecánico	5	1	6				6	
(87) Delineante topográfico	21	6	27				27	
(88) Director auxiliar de Estación de Experimentación					1	1	1	
(89) Encuadernador auxiliar	1		1				1	
(90) Escribano provincial	2		2				2	
(91) Escribiente á máquina auxiliar	20	26	46				46	
(92) Faginante	3		3				3	
(93) Farmacéutico auxiliar	5	11	16				16	
(94) Fotograbador auxiliar	2		2				2	
(95) Inspector de carne		1	1				1	
(96) Inspector de edificios, ayudante	2	9	11				11	
(97) Inspector de mercados	7	23	30	1		1	31	
(98) Inspector sanitario	54	34	88				88	
(99) Manguero		1	1				1	
(100) Médico municipal	2	3	5	2		2	7	
(101) Mayordomo de hospital	1	1	2				2	
(102) Montero	46	79	125				125	

Examinations.	For original appointment.			For promotion or transfer.			Total examined.
	Number passed.	Number failed.	Total examined.	Number passed.	Number failed.	Total examined.	
<i>Held in Manila—Continued.</i>							
(103) Observador, 1 <sup>a</sup> clase	4	3	7				7
(104) Observador, 2 <sup>a</sup> clase	11	12	23				23
(105) Policía ascenso á 2 <sup>a</sup> clase				10		10	10
(106) Primer enfermero				1		1	1
(107) Servicio de correos	2	25	27				27
(108) Tercer grado	166	145	311	11	3	14	325
(109) Vacunador	8	9	17				17
For Manila:							
English	744	448	1,192	194	135	329	1,521
Spanish	676	892	1,568	124	106	230	1,798
Total	1,420	1,340	2,760	318	241	559	3,319
<i>Held in provinces.</i>							
(6) Bookkeeper	1		1				1
(6) Tenedor de libros		2	2				2
(13) Clerk, first grade	23	10	33	5	6	11	44
(13) Primer grado	6	27	33	1	1	2	35
(14) Clerk, second grade	18	9	27				27
(14) Segundo grado	89	113	202	6	4	10	212
(16) Compositor	1		1				1
(42) Inspector, medical	4		4				4
(45) Intérprete				1		1	1
(46) Intérprete auxiliar	1	2	3				3
(60) Post office clerk		1	1				1
(63) Provincial Supervisor	1		1		1	1	2
(66) Stenographer	1	1	2				2
(74) Traductor		2	2				2
(75) Translator, junior		1	1				1
(75) Traductor auxiliar		3	3		1	1	4
(76) Typewriter		4	4				4
(85) Delineante auxiliar	1		1				1
(90) Escribano provincial	1	3	4		1	1	5
(91) Escriptor á máquina auxiliar	2	9	11				11
(102) Montero	3	7	10				10
(108) Tercer grado	137	96	233	3	1	4	237
For provinces:							
English	50	25	75	5	7	12	87
Spanish	240	264	504	11	8	19	523
Total	290	289	579	16	15	31	610
For the year:							
English	794	473	1,267	199	142	341	1,608
Spanish	916	1,156	2,072	135	114	249	2,321
Total	1,710	1,629	3,339	334	256	590	3,929
Previously examined:							
English	382	302	684	20	13	33	717
Spanish	459	619	1,078	21	4	25	1,103
Total	841	921	1,762	41	17	58	1,820
Total English	1,176	775	1,951	219	155	374	2,325
Total Spanish	1,375	1,775	3,150	156	118	274	3,424
Grand total	2,551	2,550	5,101	375	273	648	5,749

NOTE.—The same figure opposite the titles of the examinations indicates that they are identical, one being in English and the other in Spanish.

*Appointments made in the Philippine civil service upon certification by the Civil Service Board during the year ended September 30, 1902.*

Position.	English-speaking eligibles.	Spanish-speaking eligibles.
<i>Competitive.</i>		
Agricultural explorer .....	1	
Bacteriologist, assistant .....	2	
Bookbinder .....	3	
Chemist, organic .....	1	
Bookkeeper .....	8	
Clerk of court .....		4
Clerk, first grade .....	129	11
Clerk, second grade .....	174	70
Copyist, third grade .....		165
Clerk, post-office .....	44	7
Collector of customs, additional deputy .....	1	
Collector, natural history .....	1	
Collector, assistant .....		1
Composer .....	7	
Draftsman, mechanical .....	3	
Draftsman, junior architectural .....		2
Draftsman, junior mechanical .....		2
Draftsman, junior topographical .....		8
Driver, Fire Department .....	16	
Electrician .....	7	
Engineer, mechanical .....	10	
Engineer, sanitary .....	1	
Fiber expert .....	1	
Foreman, general, Water and Sewer Works .....	1	
Foreman, press room .....	1	
Guard, prison .....	1	
Hospital steward .....	13	1
Inspector, building .....	2	
Inspector of construction .....	4	
Inspector, medical .....	4	1
Inspector, assistant forestry .....	1	
Inspector, chief sanitary .....	20	5
Inspector, sanitary .....		40
Inspector, street .....	1	
Inspector, timber .....	1	
Interpreter .....	7	6
Interpreter, junior .....		10
Laboratory assistant .....	1	
Law clerk .....	1	2
Letter carrier .....		12
Lineman .....	2	
Observer, second class .....		8
Observer, Coast and Geodetic Survey .....	3	
Patrolman, first class .....	53	
Patrolman, third class .....		65
Pharmacist .....	6	
Pharmacist, assistant .....		2
Property clerk .....	1	
Ranger .....		82
Sugar culturist .....		
Stenographer .....	1	
Superintendent of streets, assistant .....	5	1
Superintendent of lumber yard .....	1	
Superintendent of pail system .....	1	
Supervisor (civil engineer) .....	5	
Translator .....	2	1
Treasurer, provincial .....	1	
Typewriter .....	9	1
Typewriter, junior .....		8
Veterinarian .....	1	
Total competitive .....	558	515
<i>Noncompetitive.</i>		
Baker .....	1	
Blacksmith .....	10	3
Carpenter .....	9	6
Driver, Fire Department* .....	-8	2
Engineer, assistant steam .....		2
Engineer helper .....		2
Fireman* .....	5	3
Foreman of laborers .....	3	
Foreman, assistant, of laborers .....	1	1
Harness maker .....		1
Market collector .....		17
Janitor .....		14
Light-house keeper .....		2

\* Prior to March 1, 1902, appointments in the Fire Department and in Bilibid Prison were made on noncompetitive examinations.

*Appointments made in the Philippine civil service, etc.—Continued.*

Position.	English-speaking eligibles.	Spanish-speaking eligibles.
<i>Noncompetitive—Continued.</i>		
Machinist	3	2
Master mechanic	1	
Mate of launch	1	
Master of launch	1	1
Matron		1
Messenger	2	54
Oiler	8	1
Overseer	6	3
Painter	1	
Pipefitter	1	
Pipeman*		5
Prison guard*	7	2
Prison keeper*		5
Rodman	2	
Skilled laborers	11	
Superintendent of corral	1	
Teamster	53	21
Truckman*	2	
Watchman	32	2
Wheelwright	1	1
Total noncompetitive	168	153
Total competitive	558	515
Grand total	726	668

*Appointments made through changes in the service.*

Nature of change.	English-speaking eligibles.	Spanish-speaking eligibles.	Total.
Promotion	518	254	772
Reduction	46	44	90
Transfer	116	34	150
Reinstatement	56	19	75
Total	736	351	1,087
For the year:			
Through changes	736	351	1,087
Competitive	558	515	1,073
Noncompetitive	168	153	321
Total	1,462	1,019	2,481
Previously appointed	215	232	447
Grand total	1,677	1,251	2,928

\* Prior to March 1, 1902, appointments in the Fire Department and in Bilibid Prison were made on noncompetitive examinations.

NOTE.—Many of the appointments made by transfer and promotion to higher classes and grades required the preparation of special examinations of a technical and scientific character as shown in the first table. The totals of such appointments are given in this table, but the positions are not enumerated.

NOTE.—The English name of positions without the Spanish equivalent is used in this table to avoid needless repetition.

**Tables giving list of employees in the Philippine civil service, showing distribution of same among the various Departments, the number of Americans and Filipinos, respectively, employed in each Department, and the compensation paid.**

[NOTE.—The tables do not include the following: Enlisted strength of the Philippines Constabulary; officers of the United States Army detailed to perform civil duties; funds allotted from the Insular Treasury to the municipal police in addition to the amount allotted them by the municipalities.]

**PHILIPPINE COMMISSION.**

Positions and salaries.		No. of Americans.	No. of Filipinos.	Salaries of—	
				Americans.	Filipinos.
Civil Governor.		\$15,000	1		\$15,000
Secretaries of Departments.		10,500	4	42,000	
Commissioners.		5,000	*	25,000	\$15,000
Private Secretaries.		2,500	1	2,500	
Do		2,400	2	4,800	
Do		1,800	2	3,600	
Do		1,200	3		3,600
Total			10	6	92,900
					18,600

\* Civil Governor acts as President of the Commission; Secretaries of Departments act as Commissioners.

**INSULAR BUREAUS.**

Bureau and class.	Salaries of—		Bureau and class.	Salaries of—	
	Americans.	Filipinos.		Americans.	Filipinos.
<b>Executive:</b>					
Class 1.—\$7,500	1		\$7,500		
4,000	1		4,000		
3,500	1		3,500		
Class 3.—2,500	1		2,500		
Class 4.—2,400	3		7,200		
2,250	2		4,500		
Class 5.—2,000	4		8,000		
Class 6.—1,800	7	1	12,600	\$1,800	
Class 7.—1,600	8		12,800		
Class 8.—1,500	1		1,500		
1,400	13		18,200		
Class 9.—1,200	2	7	2,400	8,400	
Class A.—900	1	5	900	4,500	
Class C.—780	2		1,560		
720	1		720		
Class D.—600	4		2,400		
Class F.—480	1		480		
Class H.—360	2		720		
Class J.—240	4		960		
Class K.—180	5		900		
150	3		450		
Total	47	33	86,380	22,110	
<b>Civil Service Board:</b>					
Class 1.—\$4,000	1		4,000		
3,500	1		3,500		
Class 3.—2,500	1		2,500		
Class 4.—2,250	1		2,250		
Class 5.—2,000	1		2,000		
Class 6.—1,800	1		1,800		
Class 7.—1,600	1		1,600		
Class 8.—1,400	1		1,400		
Class 9.—1,200	3	1	3,600	1,200	
Class G.—420	2		840		
Class J.—240	1		240		
Class K.—180	1		180		
Total	• 10	6	19,150	5,960	
Insular Purchasing Agent:					
Class 1.—\$4,500	1		\$4,500		
3,000	1		3,000		
Class 4.—2,250	1		2,250		
Class 5.—2,000	1		2,000		
Class 6.—1,800	3		5,400		
Class 7.—1,600	6		9,600		
Class 8.—1,500	1		1,500		
1,400	4		5,600		
Class 9.—1,200	10		12,000		
Class 10.—1,080	8		8,640		
1,000	1		1,000		
Class A.—900	8		7,200		
Class B.—840	1	1	840	\$840	
Class C.—720	25	1	18,000		
Total	71	2	81,530	1,560	
Improvement of the Port:					
Class 1.—\$3,000	3		9,000		
Class 6.—1,800	5		9,000		
Class 8.—1,500	1		1,500		
1,400	2		2,800		
Class 9.—1,200	2		2,400		
Class 10.—1,080	4		4,320		
1,020	1		1,020		
1,000	1		1,000		
Class A.—900	5		4,500		
Class C.—720	2		1,440		
Class D.—600	3		1,800		
Class E.—540	3		1,620		
Class G.—420	3		1,260		
Class H.—360	1		360		
Class I.—300	3		900		
Class K.—180	1		180		
Total	26	14	36,980	6,120	

## INSULAR BUREAUS—Continued.

Bureau and class.	Salaries of—		Bureau and class.	Salaries of—	
	Americans.	Filipinos.		Americans.	Filipinos.
Public Health:					
Class 1.—\$3,500	2		\$7,000		
Class 3.—2,500		1		\$2,500	
Class 5.—2,000	2	1	4,000	2,000	
Class 6.—1,800	3			5,400	
Class 7.—1,600	1			1,600	
Class 8.—1,400	2			2,800	
Class 9.—1,200	11			13,200	
Class 10.—1,000	12	2		12,000	2,000
Class A.—900	4	3		3,600	2,700
Class B.—840	4			3,360	
Class C.—750					5,250
					720
Class D.—600					4
Class H.—360					3
Class I.—300					51
Class K.—180					14
					120
Total	41	95	52,960	37,430	
Forestry:					
Class 1.—\$3,000	1			3,000	
Class 4.—2,400		4		9,600	
Class 6.—1,800	3			5,400	
Class 7.—1,600	1			1,600	
Class 8.—1,400	4			5,600	
Class 9.—1,200	6	3		7,200	3,600
Class A.—900	4	3		3,600	2,700
Class D.—600		14			8,400
Class G.—420		24			10,080
Class H.—360		2			720
Class I.—300		44			13,200
Class J.—240		1			240
Class K.—150		2			300
Total	23	93	36,000	39,240	
Mining:					
Class 1.—\$3,000	1			3,000	
Class 6.—1,800	1			1,800	
Class 9.—1,200	1			1,200	
Class C.—720		1			720
Class D.—600		1			600
Class F.—480		1			480
Class I.—300		2			600
Total	3	5	6,000	2,400	
Weather:					
Class 3.—\$2,500		1			2,500
Class 6.—1,800	1	2		1,800	3,600
Class 8.—1,400		1			1,400
Class A.—900		3			2,700
Class C.—720		5			3,600
Class D.—600		12			7,200
Class G.—420		1			420
Class I.—300		14			4,200
Class K.—180		21			3,780
		150			600
		100			700
		90			630
Total	1	78	1,800	31,330	
Public Lands:					
Class 1.—\$3,200	1			3,200	
Class 6.—1,800	1			1,800	
Class 7.—1,600	1	1		1,600	1,600
Class 10.—1,000	1			1,000	
Class C.—720		1			720
Class I.—300		2			600
Class K.—120		1			120
Total	4	5	7,600	3,040	
Agriculture:					
Class 1.—\$4,000		1			\$4,000
Class 5.—2,000		4			8,000
Class 6.—1,800		2			3,600
Class 8.—1,400		5			7,000
Class 9.—1,200		3	1		3,600
Class A.—900		1			900
Class C.—720		1	1		720
Class E.—540			1		540
Class F.—480			1		480
Class K.—180			1		180
			150		150
Total	17	6	27,820	3,270	
Non-Christian Tribes:					
Class 1.—\$3,500	1	1			3,500
Class 4.—2,400		1			2,400
Class 7.—1,600		1			1,600
Class 8.—1,400		1			1,400
Class D.—600			1		600
Class G.—420			2		840
Total	4	4	8,900	4,940	
Government Laboratories:					
Class 1.—\$4,000		1			4,000
			3,000		3,000
Class 4.—2,400		1			2,400
			2,250		2,250
Class 6.—1,800			5		9,000
Class 7.—1,600			1		1,600
Class 8.—1,500		3			4,500
		1,400			1,400
Class 9.—1,200		3			3,600
Class 10.—1,020		2			2,040
Class A.—900			1		900
Class G.—450			1		450
Class I.—300			1		300
Class J.—240			1		240
Class K.—90			1		90
Total	18	6	32,190	3,580	
Patents, Copyrights and Trade Marks:					
Class A.—\$900			1		900
Philippine Civil Hospital:					
Class 1.—\$3,000		1			3,000
Class 5.—2,000		1			2,000
Class 8.—1,400		1			1,400
Class 9.—1,200		1			1,200
Class 10.—1,020		1			1,020
		1,000			1,000
Class C.—720		8			5,760
Class D.—600		10			6,000
Class I.—300			2		600
Total	24	2	21,380	600	
Civil Sanitarium, Benguet:					
Class 4.—\$2,400		1			2,400
Class C.—720		1			720
Class D.—600		1			600
Total	3		3,720		

## SECOND ANNUAL REPORT OF THE

## INSULAR BUREAUS—Continued.

Bureau and class.	Salaries of—		Bureau and class.	Salaries of—	
	Americans.	Filipinos.		Americans.	Filipinos.
Posts:					
Class 1.—\$6,000—	1	\$6,000			
3,500—	1	3,500			
3,250—	1	3,250			
Class 4.—2,250—	1	2,250			
Class 5.—2,000—	5	10,000			
Class 6.—1,800—	4	7,200			
Class 7.—1,600—	12	19,200			
Class 8.—1,400—	14	19,600			
Class 9.—1,200—	19	1	22,800	\$1,200	
Class 10.—1,000—	16	16,000			
Class A.—900—	9	8,100			
Class B.—840—	1	840			
Class C.—720—	1	720			
Class D.—600—	4	2,400			
Class E.—540—	1	540			
Class F.—480—	6	2,880			
Class G.—420—	9	3,780			
Class H.—360—	6	2,160			
Class I.—350—	1	350			
300—	5	1,500			
Class K.—200—	1	200			
180—	1	180			
150—	19	2,850			
120—	4	480			
100—	1	100			
96—	1	96			
72—	2	144			
60—	5	300			
Total	85	68	119,160	20,000	
Philippines Con-					
stabulary:					
Class 2.—\$2,750—	3	8,250			
Class 6.—1,800—	3	5,400			
Class 7.—1,600—	8	12,800			
Class 8.—1,500—	9	13,500			
1,400—	24	33,600			
Class 9.—1,200—	9	10,800			
Class 10.—1,100—	7	7,700			
1,050—	34	35,700			
1,000—	9	9,000			
Class A.—950—	40	38,000	5,700		
900—	10	5	9,000	4,500	
Class B.—850—	1	850			
Class C.—800—	57	17	45,600	13,600	
720—	2	1	1,440		
Class F.—480—	480	38	18,240		
Class H.—365—	365	2	730		
360—	2	1	720		
Total	214	72	230,200	44,930	
Bilibid Prison:					
Class 1.—\$3,000—	1	3,000			
Class 5.—2,000—	1	2,000			
Class 6.—1,800—	2	3,600			
Class 8.—1,500—	1	1,500			
1,400—	1	1,400			
Class 9.—1,200—	7	8,400			
Class A.—900—	18	16,200			
Class D.—600—	4	2,400			
Class I.—300—	13	3,900			
Class J.—240—	33	7,920			
Total	31	50	36,100	14,220	
Captain of Port:					
Class 3.—\$2,500—	1	2,500			
Class 4.—2,250—	1	2,250			
Class 5.—2,000—	1	2,000			
Class 9.—1,200—	1	1,200			
Class I.—300—	3	900			
Total	4	3	7,950	900	
Coast Guard and					
Transportation:					
Class 5.—\$2,000—	1	\$2,000			
Class 6.—1,800—	14	25,200			
Class 7.—1,600—	14	22,400			
Class 8.—1,400—	2	2,800			
Class 9.—1,200—	10	12,000	\$1,200		
Class 10.—1,080—	2	2,160	1,080		
Class A.—900—	22	19,800	2,700		
Class C.—720—	14	10,080	720		
Class D.—600—	6	3,600			
Class F.—480—	8	3,840			
Class G.—420—	10	4,200			
Class H.—360—	15	5,400			
Class I.—300—	18	5,400			
Class J.—240—	18	4,320			
Class K.—180—	6	1,080			
150—	6	900			
120—	26	3,120			
96—	4	384			
72—	1	90			
60—	25	1,800			
360—	6	360			
Total	85	153	100,040	36,728	
Coast and Geodetic					
Survey:					
Class 8.—\$1,500—	2	3,000			
1,400—	1	1,400			
Class 9.—1,200—	1	1,200			
Class 10.—1,080—	1	1,080			
Class D.—600—	1	600			
Class E.—540—	1	540			
Class F.—480—	3	1,440			
Class G.—420—	5	2,100			
Class H.—360—	1	360			
Class K.—180—	2	360			
Total	5	13	6,680	5,400	
Engineering:					
Class 1.—\$4,500—	1	4,500			
Class 7.—1,600—	1	1,600			
Class A.—900—	1	900			
Total	3	7,000			
Treasury:					
Class 1.—\$6,000—	1	6,000			
3,000—	1	3,000			
Class 3.—2,500—	3	7,500			
Class 4.—2,250—	2	4,500			
Class 5.—2,000—	3	6,000			
Class 6.—1,800—	5	9,000			
Class 7.—1,600—	2	3,200			
Class 8.—1,400—	4	5,600			
Class C.—720—	1	720			
Class D.—600—	2	1,200			
Class I.—300—	2	600			
Class J.—240—	1	240			
Class K.—180—	1	180			
120—	1	120			
Total	21	8	44,800	3,060	
Auditor:					
Class 1.—\$6,000—	1	6,000			
4,000—	1	4,000			
Class 3.—2,500—	3	7,500			
Class 4.—2,250—	4	9,000			
Class 5.—2,000—	2	4,000			
Class 6.—1,800—	11	19,800			
Class 7.—1,600—	5	8,000			

PHILIPPINE CIVIL SERVICE BOARD.

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INSULAR BUREAUS—Continued.

Bureau and class.	Americans.		Salaries of—		Bureau and class.	Americans.		Salaries of—	
	Americans.	Filipinos.	Americans.	Filipinos.		Americans.	Filipinos.	Americans.	Filipinos.
<b>Auditor—Cont'd.</b>					<b>Education:</b>				
Class 8.—\$1,400.	9		\$12,600		Class 1.—\$6,000	1		\$6,000	
Class 9.—1,200.	9		10,800		Class 3.—2,500	3		7,500	
Class 10.—1,000.	4		4,000		Class 4.—2,400	2		4,800	
Class A.—900.	4	1	3,600	\$900	Class 5.—2,000	6		13,500	
Class B.—840.	2			1,680	Class 6.—1,800	6		22,000	
Class C.—720.	2			1,440	Class 7.—1,700	1		10,800	
Class D.—600.	2			1,200	Class 8.—1,500	48		1,700	
Class E.—540.	1			540	Class 9.—1,380	7		9,600	
Class F.—480.	2			960	Class 10.—1,350	7		9,450	
Class I.—300.	3			900	Class A.—1,320	8		10,560	
Class K.—150.	4			600	Class B.—1,300	4		5,200	
					Class C.—1,280	1		1,280	
					Class D.—1,250	2		2,500	
<b>Total</b>	<b>53</b>	<b>17</b>	<b>89,300</b>	<b>8,220</b>	Class 1.—1,200	<b>403</b>	<b>1</b>	<b>483,600</b>	<b>\$1,200</b>
<b>Customs and Immigration:</b>					Class 10.—1,140	3		3,420	
Class 1.—\$6,000.	1		6,000		Class 2.—1,100	24		26,400	
4,000.	3		12,000		Class 3.—1,080	17		18,360	
3,500.	1		3,500		Class 4.—1,020	17		17,340	
3,000.	3		9,000		Class 5.—1,000	149		149,000	
Class 3.—2,500.	6		15,000		Class A.—900	99	2	89,100	1,800
Class 4.—2,250.	2		4,500		Class C.—780	1		780	
Class 5.—2,000.	9	1	18,000	2,000	Class D.—750	5		3,750	
Class 6.—1,800.	8		14,400		Class 1.—650				650
Class 7.—1,600.	17		27,200		Class 2.—600	1	1	600	600
Class 8.—1,400.	44	2	61,600	2,800					
Class 9.—1,200.	30	1	36,000	1,200	<b>Total</b>	<b>839</b>	<b>5</b>	<b>998,700</b>	<b>4,250</b>
Class 10.—1,000.	36	4	36,000	4,000	<b>Public Printing:</b>				
Class A.—900.	73	8	65,700	7,200	Class 1.—\$3,500	1		3,500	
Class C.—720.	2	3	1,440	2,160	Class 2.—2,250	1		2,250	
Class D.—600.	14			8,400	Class 3.—2,000	4		8,000	
Class F.—480.	23			11,040	Class 4.—1,800	5		9,000	
Class G.—420.	3			1,260	Class 5.—1,600	10		16,000	
Class H.—360.	6			2,160	Class 6.—1,400	25		35,000	
Class I.—300.	37			11,100	Class 7.—1,200	3		3,600	
Class J.—240.	129			30,960	Class 8.—1,000	1		1,000	
Class K.—210.	2			420	Class 9.—1,000	1		900	
200.	9			1,800	Class A.—720	1	1	720	720
180.	29			5,220	Class D.—600	5	1	3,000	600
150.	11			1,650	Class G.—420	1		420	
135.	1			135	Class 1.—300	2		600	
132.	3			396	Class K.—150	2		300	
120.	77			9,240					
114.	1			114	<b>Total</b>	<b>57</b>	<b>* 7</b>	<b>82,970</b>	<b>2,640</b>
108.	2			216					
90.	17			1,530					
<b>Total</b>	<b>235</b>	<b>383</b>	<b>310,340</b>	<b>105,001</b>	<b>Architecture:</b>				
<b>Cold Storage and Ice Plant:</b>					Class 1.—\$4,000	1		4,000	
Class 4.—\$2,400.	1		2,400		Class 6.—1,800	1		1,800	
Class 6.—1,800.	4		7,200		Class 7.—1,600	2		3,200	
Class 7.—1,600.	4		6,400		Class 8.—1,400	4		5,600	
Class 8.—1,400.	4		5,600		Class 9.—1,200	5		6,000	
Class 9.—1,200.	6		7,200		Class 10.—1,020	1		1,020	
Class 10.—1,050.	1		1,050		Class A.—900	1		900	
1,000.	3	1	3,000	1,000	Class C.—720	2		1,440	
Class A.—900.	6		5,400		Class G.—420	2		840	
Class B.—840.	4		3,360		Class H.—360	2		720	
Class C.—780.	8		6,240		Class K.—210	2		420	
720.	15		10,800		150	1		150	
Class D.—660.	2			1,320					
600.	3			1,800	<b>Total</b>	<b>17</b>	<b>7</b>	<b>23,960</b>	<b>2,130</b>
Class E.—540.	1			540					
Class F.—480.	3			1,440	<b>Archives:</b>				
Class H.—360.	4			1,440	Class 3.—\$2,500	1		2,500	
Class I.—300.	11			3,300	Class 9.—1,200	2		2,400	
240.	4			960	Class D.—600	1		600	
Class K.—216.	4			864	Class F.—480	2		960	
					Class H.—360	1		360	
<b>Total</b>	<b>56</b>	<b>34</b>	<b>58,650</b>	<b>12,952</b>	Class I.—300	1		300	
					Class J.—240	3		720	
					Class K.—150	2		300	
					<b>Total</b>	<b>13</b>		<b>8,140</b>	

\* Native craftsmen are paid a per diem wage, and are not included herein. On January 1, 1903 there were 51 craftsmen and junior craftsmen, 5 apprentices, 23 helpers, and 30 laborers employed.

## SECOND ANNUAL REPORT OF THE

## INSULAR BUREAUS—Continued.

Bureau and class.	Salaries of—		Bureau and class.	Salaries of—	
	Americans.	Filipinos.		Americans.	Filipinos.
Statistics:					
Class 8.—\$1,400	1		\$1,400		
Official Gazette:					
Class 6.—\$1,800	1		\$1,800		
Class G.—420	1			420	
Class I.—300	1			300	
Total	1	2	1,800	720	
Total (by classes):					
Class 1.—\$7,500	1		7,500		
6,000	5		30,000		
4,500	2		9,000		
4,000	9		36,000		
3,500	7	2	24,500	7,000	
3,250	1		3,250		
3,200	1		3,200		
3,000	13		39,000		
Class 2.—2,750	3		8,250		
Class 3.—2,500	18	3	45,000	7,500	
Class 4.—2,400	13		31,200		
2,250	22		49,500		
Class 5.—2,000	50	2	100,000	4,000	
Class 6.—1,800	96	3	172,800	5,400	
Class 7.—1,700	1		1,700		
1,600	100	2	160,000	3,200	
Class 8.—1,500	65	1	97,500	1,500	
1,400	173	4	242,200	5,600	
Class 9.—1,380	7		9,600		
1,350	7		9,450		
1,320	8		10,560		
1,300	4		5,200		
1,280	1		1,280		
1,250	2		2,500		
1,200	545	18	654,000	21,600	
Class 10.—1,140	3		3,420		
1,100	31		34,100		
1,080	32	1	34,560	1,080	
1,050	35		36,750		
1,020	22		22,440		
1,000	234	7	234,000	7,000	
Total	1,998	1,186	2,530,060	433,171	

## MUNICIPAL SERVICE OF MANILA.

Department and class.	Salaries of—		Department and class.	Salaries of—	
	Americans.	Filipinos.		Americans.	Filipinos.
Municipal Board:					
Class 1.—\$4,500	2	1	\$9,000	\$4,500	
3,000	1		3,000		
Class 3.—2,500	1		2,500		
Class 6.—1,950	2		3,900		
1,800	1		1,800		
Class 7.—1,720	1		1,720		
1,600	2		3,200		
Class 8.—1,400	1		1,400		
Class 9.—1,300	1		1,300		
1,200	1		1,200		
Class A.—900	2		1,800		
Class K.—180	2		360		
120	1		120		
Total	15	4	30,820	4,980	
Engineering and Public Works:					
Class 1.—\$4,500	1		4,500		
Class 3.—2,500	2		5,000		
Class 5.—2,000	1		2,000		
Class 6.—1,800	5		9,000		
Class 7.—1,600	4		6,400		
Engineering, etc.—Continued.					
Class 8.—\$1,400	3	1	\$4,200	\$1,400	
Class 9.—1,200	12	4	14,400	4,800	
Class 10.—1,080	1		1,080		
1,000			1		1,000
Class A.—900	12	1	10,800	900	
Class B.—840	43	1	36,120	840	
Class C.—720	9	1	6,480	720	
Class D.—660			1		660
600	4	18	2,400	10,800	
Class E.—540			1		540
Class F.—480			3		1,440
Class G.—420			6		2,520
Class H.—360			10		3,600
Class I.—300			17		5,100
Class J.—240			73		17,520
Class K.—210			1		210
180			6		1,080
150			1		150
120			3		360
Total	97	149	102,380	53,640	

**PHILIPPINE CIVIL SERVICE BOARD.**

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**MUNICIPAL SERVICE OF MANILA—Continued.**

Department and class.	Americans.		Salaries of—		Department and class.	Americans.		Salaries of—	
	Americans.	Filipinos.	Americans.	Fili-pinos.		Filipinos.	Americans.	Filipinos.	Americans.
Assessments and Collections:					Sheriff :				
Class 1.—\$4,000.	1		\$4,000		Class 1.—\$3,000.	1		\$3,000	
3,000.	2		6,000		Class 8.—1,400.	1		1,400	
Class 4.—2,250.	1		2,250		Class 9.—1,200.	1		1,200	
Class 6.—1,800.	1		1,800		Class A.—900.	2		1,800	
Class 7.—1,700.	2		3,400		Class C.—720.	2			\$1,440
1,600.	3		4,800		Class D.—600.	1		600	
Class 8.—1,400.	3		4,200		Class J.—240.	3		720	
Class 9.—1,200.	12		14,400		Class K.—180.	2		360	
Class A.—900.	1		\$900		Total.	5	8	7,400	3,120
Class C.—720.	2		1,440						
Class D.—600.	1		600						
Class G.—420.	4		1,680						
Class H.—360.	1		360						
Class I.—300.	9		2,700						
Class J.—240.	23		5,520						
Class K.—180.	1		180						
150.	36		5,400						
120.	15		1,800						
Total.	25	93	40,850	20,580					
Fire :									
Class 1.—\$3,000.	1		3,000						
Class 6.—1,800.	2		3,600						
Class 7.—1,600.	1		1,600						
Class 8.—1,500.	1		1,500						
1,400.	2		2,800						
Class 9.—1,200.	8		9,600						
Class 10.—1,000.	2		2,000						
Class A.—900.	17		15,300						
Class D.—600.	8		4,800						
Class J.—240.	5		1,200						
Class K.—180.	37		6,660						
Total.	34	50	39,400	12,660					
Courts :									
Class 1.—\$3,000.	2		6,000		Total (by classes) :				
Class 8.—1,500.	1		1,500		Class 1.—\$4,500.	4	1	18,000	4,500
Class 10.—1,000.	2		2,000		4,000.	1		4,000	
Class D.—600.	3		1,800		3,500.	3		10,500	
Class I.—300.	1		300		3,000.	9		27,000	
Class K.—120.	3		360		Class 3.—2,500.	4	2	10,000	5,000
Total.	4	13	8,000	8,960	Class 4.—2,250.	2			
Law :					Class 5.—2,000.	7	2	14,000	4,000
Class 1.—\$4,500.	1		4,500		Class 6.—1,950.	2		3,900	
3,500.	2		7,000		Class 7.—1,720.	1		1,720	
Class 3.—2,500.	2		5,000		1,800.	11	1	19,800	1,800
Class 4.—2,250.	1		2,250		Class 8.—1,500.	4	1	6,000	1,500
Class 5.—2,000.	1		2,000		1,400.	18	1	25,200	1,400
Class 6.—1,800.	1	1	1,800	1,800	Class 9.—1,300.	1		1,300	
Class 7.—1,600.	1		1,600		1,200.	66	8	79,200	9,600
Class 8.—1,400.	3		4,200		Class 10.—1,080.	1		1,080	
Class 9.—1,200.	4		4,800		1,020.	23		23,460	
Class C.—720.	1		720		1,000.	4	6	4,000	6,000
Class K.—120.	2		240		Class A.—900.	354	5	318,600	4,500
Total.	14	6	28,150	7,760	Class B.—840.	43	1	36,120	840
City Schools :					Class C.—720.	9	6	6,480	4,320
Class 1.—\$3,000.	1		3,000		Class D.—660.	1			660
Class 7.—1,600.	1		1,600		Class E.—540.	1			540
Class 9.—1,200.	2		2,400		Class F.—480.	3			1,440
Class G.—420.	1		420		Class G.—450.	12			5,400
Class K.—120.	1		120		600.	4	37	2,400	22,200
Total.	4	2	7,000	540	Class H.—375.	11			4,620
					360.	6			2,250
					Class I.—300.	68			8,640
					Class J.—240.	428			20,400
					180.	48			102,720
					150.	37			210
					120.	27			8,640
					Total.	585	738	639,860	229,970

SECOND ANNUAL REPORT OF THE

## JUDICIAL SERVICE.

Bureau of Justice.			Salaries of—		Bureau of Justice.			Salaries of—	
	Americans.	Filipinos.	Americans.	Fili-pinos.		Americans.	Filipinos.	Americans.	Fili-pinos.
The Supreme Court:									
Class 1.—\$7,500		1		\$7,500					
7,000	3	2	\$21,000	14,000	Office of Attorney-General—Cont'd.				
3,000	1		3,000		Class 3.—\$2,500	1		\$2,500	
Class 5.—2,000	2		4,000		Class 4.—2,400	1		2,400	
Class 7.—1,600	1		1,600		Class 2.—2,250	1		2,250	
Class C.—720		1		720	Class 5.—2,000	1		2,000	
Class H.—360		6		2,160	Class 6.—1,800	1	1	1,800	\$1,800
Class J.—240		6		1,440	Class 7.—1,600	3	1	4,800	1,600
Class K.—150		5		750	Class 8.—1,400	4		5,600	
Total	7	21	29,600	26,570	Class D.—600		1		600
Courts of First Instance:					Class G.—420		2		840
Class 1.—\$5,500	3		16,500		Class K.—120		1		120
5,000	3	1	15,000	5,000	Total	15	7	36,850	10,460
4,500	3	2	13,500	9,000	Total (by classes):				
4,000	3	2	12,000	8,000	Class 1.—\$7,500	1			
3,500	1		3,500		7,000	4	2	28,000	14,000
3,000	2	1	6,000	3,000	5,500	3	1	16,500	5,500
Class 5.—2,000		1		2,000	5,000	3	1	15,000	5,000
Class 6.—1,800		1		1,800	4,500	4	2	18,000	9,000
Class 7.—1,600	2	5	3,200	8,000	4,000	4	2	16,000	8,000
Class 8.—1,400	2		2,800		3,500	1		3,500	
Class 9.—1,200	1	9	1,200	10,800	3,000	3	1	9,000	3,000
Class 10.—1,100		3		3,300	Class 3.—2,500	1		2,500	
1,000	1	4	1,000	4,000	Class 4.—2,400	1		2,400	
Class A.—900		14		12,600	Class 2.—2,250	1		2,250	
Class C.—800	7			5,600	Class 5.—2,000	3	1	6,000	2,000
720		2		1,440	Class 6.—1,800	1	2	1,800	3,600
Class D.—700	3			2,100	Class 7.—1,600	6	6	9,600	9,600
600	7			4,200	Class 8.—1,400	6		8,400	
Class F.—500	2			3,600	Class 9.—1,200	1	9	1,200	10,800
Class G.—450	1				Class 10.—1,100	3		3,300	
420	1				1,000	1	4	1,000	4,000
Class H.—400	2				Class A.—900		14		12,600
360	10				Class C.—800		7		5,600
Class I.—300	1				720	3			2,160
Class J.—240	30				Class D.—700	3			2,100
Class K.—200	10				600	8			4,800
180	13				Class F.—500	2			1,000
150	12				Class G.—450	1			450
144	2				420	3			1,260
120	35				Class H.—400	2			800
96	1				360	16			5,760
90	3				Class I.—300	1			300
60	2				Class J.—240	36			8,640
Total	21	187	74,700	105,724	Class K.—200	10			2,000
Office of the Attorney-General:					180	13			2,340
Class 1.—\$7,000	1		7,000		150	17			2,550
5,500	1				144	2			288
4,500	1		4,500		120	36			4,320
4,000	1		4,000		96	1			96
Total					90	3			270
					60	2			120
					Total	43	215	141,150	142,754

PROVINCIAL SERVICE.

## PROVINCIAL SERVICE—Continued.

Class.	Americans.	Filipinos.	Salaries of—		Class.	Americans.	Filipinos.	Salaries of—	
			Ameri-cans.	Fili-pinos.				Ameri-cans.	Fili-pinos.
Class B.—	\$840	1		\$840	Class K.—	\$180	64	\$11,520	
Class C.—	780	2	\$1,560			150	50	7,500	
	720	3	2,160	2,160		144	1	144	
Class D.—	600	3	1,800	15,600		140	3	420	
Class F.—	500	3		1,500		120	33	3,960	
	480	1	480	2,400		108	1	108	
Class G.—	450	5		2,250		100	1	100	
	420	1		420		96	9	864	
Class H.—	400	1		400		90	22	1,980	
	360	20		7,200		84	1	84	
Class I.—	330	3		990		75	1	75	
	300	53		15,900		72	14	1,008	
Class J.—	288	1		288		60	24	1,440	
	270	3		810		48	1	48	
	240	59		14,160		36	2	72	
Class K.—	210	9		1,890		Total	141	552	\$214,380
	200	2		400					270,193
	192	1		192					

## GENERAL RECAPITULATION OF THE PHILIPPINE CIVIL SERVICE.

Class.	Americans.	Filipinos.	Salaries of—		Class.	Americans.	Filipinos.	Salaries of—	
			Ameri-cans.	Fili-pinos.				Ameri-cans.	Fili-pinos.
Class 1.—\$15,000	1		\$15,000		Class C.—	\$750	5	\$3,750	\$5,250
10,500	4		42,000			720	85	32	61,200
7,500	1	1	7,500	\$7,500	Class D.—	700	3		23,040
7,000	4	2	28,000	14,000		660	3		2,100
6,000	5		30,000			650	1		1,980
5,500	3	1	16,500	5,500		600	30	143	18,000
5,000	* 3	4	40,000	20,000	Class E.—	540	1	9	540
4,500	10	3	45,000	13,500	Class F.—	500	5		2,500
4,000	14	2	56,000	8,000		480	1	96	46,080
3,500	11	2	38,500	7,000	Class G.—	450	19		8,550
3,250	1		3,250			420	78		32,760
3,200	1		3,200		Class H.—	400	3		1,200
3,000	27	1	81,000	3,000		375	6		2,250
Class 2.—2,750	3		8,250			365	2		730
Class 3.—2,500	32	6	80,000	15,000		360	105		37,800
Class 4.—2,400	18		43,200		Class I.—	350	1		350
	2,300	2	4,600	2,300		330	3		990
	2,250	26	58,500	2,250		300	337		101,100
Class 5.—2,200	7		15,400		Class J.—	288	2		576
2,100	4		8,400			270	3		810
2,000	73	8	146,000	16,000		240	718		172,320
Class 6.—1,950	2		3,900		Class K.—	216	4		864
1,800	123	16	221,400	28,800		210	14		2,940
Class 7.—1,720	1		1,720			200	22		4,400
1,700	8	3	13,600	5,100		192	1		192
1,600	121	13	193,600	20,800		180	207		37,260
Class 8.—1,500	78	25	117,000	37,500		150	159		23,850
1,400	198	6	277,200	8,400		144	3		432
Class 9.—1,380	7		9,660			140	8		420
1,350	8	10	10,800	13,500		135	1		135
1,320	8		10,560			132	3		396
1,300	5	8	6,500	10,400		120	213		25,560
1,280	1		1,280			114	1		114
1,250	2	1	2,500	1,250		108	3		324
1,200	654	70	784,800	84,000		100	9		900
Class 10.—1,150	1			1,150		96	15		1,440
1,140	3		3,420			90	51		4,590
1,100	31	9	34,100	9,900		84	1		84
1,080	34	5	36,720	5,400		75	1		75
1,050	35		36,750			72	41		2,952
1,020	45		45,900			60	37		2,220
1,000	242	24	242,000	24,000		48	2		96
Class A.—950	40	6	38,000	5,700		36	2		72
900	636	66	572,400	59,400		30	2		60
Class B.—850	1		850			26	1		26
	840	52	6	48,680	5,040				
Class C.—800	57	24	45,600	19,200	Total	2,777	2,697	3,618,350	1,094,688
	780	13		10,140					

\*The Civil Governor and the four Secretaries of Departments act as Commissioners.



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